

Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
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NOTICE

JAN 19 2024

The Department of Health-Metro Manila Center for Health Development is looking for qualified applicants, to wit:

POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 8 plus 20% Premium
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	FEBRUARY - JUNE 2024
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION - HEALTH PROMOTION UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	With experience at least one (1) year in handling budgetary documents Knowledgeable of the government's budgetary and accounting processes
OTHER REQUIREMENTS:	Good in accounting and inventory Knowledgeable in using Microsoft and google applications Analytical skills Ability to work under tight deadlines


DEADLINE FOR SUBMISSION: ON OR BEFORE JANUARY 26, 2024. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

Interested qualified applicants may address their (scanned) **letter of intent with accomplished Personal Data Sheet and school credentials (diploma, transcript of records)** to:


RIO L. MAGPANTAY, MD, PHSAE, CESO III
Director IV

And submit to: dohncropersonnel@yahoo.com

Prepared by:


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Development Management Officer V
OIC- Human Resource Management Unit

Approved by:


RIO L. MAGPANTAY, MD, PHSAE, CESO III
Director IV

The Department of Health adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.