



POSITION TITLE:

ADMINISTRATIVE ASSISTANT II

JOB DESCRIPTION AND RESPONSIBILITIES:

- Receive and Release judiciously and prudently documents for the selection's official transactions using official logbook and DTRACK System;
- Scan and upload in the database approved Memorandum, Orders, and other pertinent documents received for the Personnel Section;
- Disseminate among all concerned personnel in the section issuances for compliance;
- Prepare Indorsement Letter to Landbank for Opening of payroll account of newly-hired MMCHD personnel;
- Print Daily Time Record immediately after cut-off; and
- Perform other tasks as may be assigned from time to time.



Republic of the Philippines
DEPARTMENT OF HEALTH
Metro Manila Center for Health Development



NOTICE

SIGNED NOTICE
RECEIVED AT KMITS ON
JUL 07 2025

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
SALARY GRADE	SG 8
MONTHLY SALARY	PHP 21,448.00 PLUS 20% PREMIUM PHP 4,289.60
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT DIVISION – HUMAN RESOURCE MANAGEMENT UNIT

QUALIFICATION STANDARDS

EDUCATION: Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)

EXPERIENCE: One (1) year of relevant experience

TRAINING: Four (4) hours of relevant training

ELIGIBILITY: Relevant MC 11 s. 1996 Career Service (Subprofessional/ First Level Eligibility)

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 11, 2025. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.

Interested and qualified applicants should signify their interest in writing. Submit the following documents to the address below:

1. Application Letter/Letter of Intent (please indicate the position and place of assignment);
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017);
3. Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
4. Performance rating in the last rating period prior to the date of assessment or screening, which should be at least Very Satisfactory shall be required, (if applicable);
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LESTER M. TAN, MD, MPH, MSc

Director IV

Blk 6, Brgy. Road, Welfareville Compound, Brgy Addition Hills, Mandaluyong City 1550

mmchd.hrmu@ncro.doh.gov.ph

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.