

## Republic of the Philippines Department of Health

## METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE PRECEIVED AT THE KMITS ON

JAN 19 2024

## NOTICE

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

MANAGEMENT SUPPORT DIVISION- TRANSPORT

MANAGEMENT SECTION

## **QUALIFICATION STANDARDS**

**EDUCATION:** 

Bachelor's degree relevant to the job

**EXPERIENCE:** 

None Required

OTHER REQUIREMENTS:

Knowledgeable and skilled in Microsoft Office Applications and

in Social Media

**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:

MARELISA AILEEN D. CALVADORES

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.

Block 6 Barangay Road, Welfareville Compound, Parangay Addition Hills, Mandalusers City 1550 a Truck Live 9534, 2027, 1934