

Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
RECEIVED 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