



POSITION TITLE:

ADMINISTRATIVE ASSISTANT III

JOB DESCRIPTION AND RESPONSIBILITIES:

- Manage administrative requests and queries pertaining to HFDEU
- Monitor and update Fund Utilization of the unit.
- Request web link for the conduct of Video Conferencing Platform (VCP) from Knowledge Management Information Technology Section (KMITS)
- Develop and maintain a filing system for the safekeeping of ISO documents
- Ensure all incoming and outgoing unit documents are recorded/logged in the official unit logbook and assist in receiving and releasing of documents/communications through DTrack System.
- Prepare the MMCHD Personnel Orders (RO)
- Assist in the preparation of outgoing communications.
- Assist in the preparation of PR, RIS, ORS, DV for initial/Signature of the Unit Head.
- Inform the end-user of the schedule of procurement of medical equipment.
- Assist in the conduct of meetings and training and other related activities.
- Maintain office supplies by checking the inventory list.
- Prepare transport vehicle requests.
- Update Fund Utilization Report for monitoring
- Perform other related functions assigned by the supervisor.



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



SIGNED NOTICE
RECEIVED AT KMITS ON
JUL 07 2025

NOTICE

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

POSITION	ADMINISTRATIVE ASSISTANT III
NUMBER OF SLOT/S	1
SALARY GRADE	SG 9
MONTHLY SALARY	PHP 23,226.00 PLUS 20% PREMIUM PHP 4,645.20
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	ASSISTANT REGIONAL DIRECTOR OFFICE – HEALTH FACILITY DEVELOPMENT AND ENHANCEMENT 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.