



**POSITION TITLE:**

## **ADMINISTRATIVE ASSISTANT III**

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### **JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Prepares Disbursement Voucher/Obligation Request and Status.
2. Prepare and Create Certificate of Employment, Certificate of Leave Credits and Service Records of PS HRH.
3. Maintain database for Terminal Leave.
4. Process Leave application and Travel Authority Form.
5. Prepare and Create CSC Appointment, Assumption of Duty and Oath of Office,
6. File and Maintain documents and record as PS HRH.
7. Prepare and Checking of Payrolls.
8. Assist in administrative related documents (e.g. Notice of Salary Adjustment, Advisories, etc.).
9. Checking of Daily Time Records (DTR) and Accomplished Report (AR).
10. Prepare acceptance letter of resigned PS HRH.
11. Prepare Notice of Vacant Positions.
12. Prepare and conduct pre-employment for new applicants.
13. Prepare Comparative Assessment Report (CAR).
14. Disseminates communications/memos to all stakeholders.
15. Answer concerns of PS HRH through phone calls and email.
16. Perform other related functions as may be assigned by the supervisor from time to time.



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	<b>ADMINISTRATIVE ASSISTANT III</b>
NUMBER OF SLOT/S	<b>1</b>
SALARY GRADE	<b>SG 9</b>
MONTHLY SALARY	<b>PHP 23,226.00 PLUS 20% PREMIUM PHP 4,645.20</b>
NATURE OF APPOINTMENT	<b>CONTRACT OF SERVICE</b>
CONTRACT PERIOD	<b>JULY TO DECEMBER 2025</b>
PLACE OF ASSIGNMENT	<b>MANAGEMENT SUPPORT DIVISION – HUMAN RESOURCE DEVELOPMENT UNIT</b>

### **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](http://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](mailto: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.*