



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



SIGNED **NOTICE**
RECEIVED AT KMITS ON
JUN 27 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	JUNE TO DECEMBER 2025
PLACE OF ASSIGNMENT	OFFICE OF THE REGIONAL DIRECTOR – LEGAL AFFAIRS UNIT – PUBLIC ASSISTANCE AND COMPLAINTS DESK

QUALIFICATION STANDARDS

EDUCATION:	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course
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 3, 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.

No. of Staff Requested for the Position: 1

POSITION DETAILS

Duties:

1. Initial evaluation/processing/sorting/close monitoring of concerns/complaints received via email/calls/walk-in clients/referral of Regional Director with strict compliance with prescribed timeline pursuant to RA 11032, E.O. No. 6, and other applicable laws.
2. Internal and external coordination of received concerns/complaints within DOH-MMCHD offices and with DOH CART Secretariat/Office of the President PACE/Hospitals, respectively.
3. Timely preparation/submission of periodic reports adherent to set deadlines.
4. Proficient preparation of written correspondences/communications/letters/emails and other similar documents.
5. Effective navigation of computer applications such as Microsoft Office, Google Workspace, and Zimbra support portal for concerns/complaints (8888 Citizen's Complaint Hotline).
6. Facilitation of walk-in clients/visitors/guests transactions for queueing at the Business Center
7. Perform other duties as may be instructed

Salary:

Source of Fund:

Contract Period: July - December 2025

GOP