



Republic of the Philippines
Department of Health
METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
RECEIVED AT THE KMITS ON
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NOTICE

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

1. POSITION	ADMINISTRATIVE OFFICER I
NUMBER OF SLOT/S	ONE (1)
MONTHLY SALARY	SG 10 - PHP 22,190.00 plus 20% Premium: PHP 2,662.80
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE (JOB ORDER)
CONTRACT PERIOD	OCTOBER TO DECEMBER 2022
PLACE OF ASSIGNMENT	OFFICE OF THE DIRECTOR IV – FIELD OPERATIONS CLUSTER

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree relevant to the job
EXPERIENCE:	At least 1 year of experience in preparation of financial and technical documents (Work Financial Plan, correspondences)
OTHER REQUIREMENT/S:	Good oral and written communication

DEADLINE OF SUBMISSION: ON OR BEFORE SEPTEMBER 22, 2022.
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:


ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
OIC-Director IV

And submit to: dohncropersonnel@yahoo.com

Prepared by:

GIRLIE D. LOPEZ
Administrative Officer V

Approved by:


ALELI ANNIE GRACE P. SUDIACAL, MD, MPH
OIC-Director IV

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