



Republic of the Philippines  
Department of Health

**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

SIGNED NOTICE  
RECEIVED AT THE KMITS ON

**NOTICE**

12-19-2022

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

1. POSITION	<b>ADMINISTRATIVE OFFICER I</b>
NUMBER OF SLOT/S	<b>1</b>
MONTHLY SALARY	<b>SG 10 (PHP 23,176.00 plus 10% Premium: PHP 2,317.60)</b>
NATURE OF ENGAGEMENT	<b>CONTRACT OF SERVICE (JOB ORDER)</b>
CONTRACT PERIOD	<b>JANUARY TO JUNE 2023</b>
PLACE OF ASSIGNMENT	<b>OFFICE OF THE DIRECTOR IV – FIELD OPERATIONS CLUSTER</b>

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor’s degree relevant to the job
EXPERIENCE:	At least 1 year of experience in preparation of financial and technical documents
OTHER REQUIREMENT/S:	With Civil Service Eligibility (Professional or Sub professional) · Knowledgeable in Microsoft Office application

**DEADLINE OF SUBMISSION: ON OR BEFORE DECEMBER 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:

GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III  
Director IV

And submit to: dohncropersonnel@yahoo.com

Prepared by:

**GIRLIE D. LOPEZ**  
Administrative Officer V

Approved by:

**GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III**  
Director IV

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