



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

SIGNED NOTICE  
RECEIVED AT THE KMITS ON  
3-4-2022

## NOTICE

Please be informed that the Metro Manila Center for Health Development is still accepting application for the following vacant position as per attached Publication, to wit:

POSITION	<b>ADMINISTRATIVE ASSISTANT III</b>
NO. OF VACANT POSITION/S	<b>ONE (1)</b>
SALARY GRADE	<b>9</b>
MONTHLY SALARY	<b>20,402.00</b>
ITEM #	<b>OSEC-DOHB-ADAS3-30037-2014</b>

### QUALIFICATION STANDARDS

EDUCATION	Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
EXPERIENCE	1 year of relevant experience
TRAINING	4 hours of relevant training
ELIGIBILITY	Career Service (Sub-Professional) First Level Eligibility


### DEADLINE OF SUBMISSION: MARCH 11, 2022

QUALIFIED APPLICANTS are advised to send through courier/email their application to:  
**hrmpsb.dohmmchd@gmail.com**

Prepared by:

**GIRLIE D. LOPEZ**  
Administrative Officer V  
Personnel Section

Approved by:

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

