



## POSITION TITLE:

# DEVELOPMENT MANAGEMENT OFFICER II

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### JOB DESCRIPTION AND RESPONSIBILITIES:

- Conduct/ Assist in monitoring and validation of health facility-based programs under the Health Facility Development Bureau (HFDB), and prepare comprehensive reports including findings, recommendations, and program-specific analysis.
- Assist in the provision of technical assistance/guidance to health facilities to ensure projects and operations are carried out effectively and compliance to standards required.
- Assist in the conduct of consultative/coordination meetings, seminars, workshops, and training with Local Government Units and DOH Hospitals and concerned private hospitals identified by HFDB.
- Maintain records and provide reports/feedback regarding the assigned program.
- Prepare and draft outgoing communication letters, validation reports, memoranda, and other official correspondence related to health facility operations and coordination.
- Participate in coordination meetings, orientations, seminars, workshops, and training sessions upon request or invitation by health sector partners.
- Development of a monitoring mechanism and the regular updating of databases for health programs.
- Check and validate that every activity complies with other ISO requirements in coordination with cluster ISO point person.
- Provide support to the Nurse III in the implementation, coordination, and monitoring of various technical program initiatives, including data consolidation, documentation, field activities, and other assigned tasks necessary to achieve program objectives.
- Monitor the performance of the health facilities in NCR using the Health Facility
- Profiling, Hospital development Plan, and Medical Certificate of Cause of Death (MCCOD)
- Facilitate/Assist in the establishment of health facilities, including but not limited to hospitals, infirmaries, and Bagong Urgent Care and Ambulatory Services (BUCAS) Centers.
- Perform other related functions assigned by the supervisor.



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



## **NOTICE**

SIGNED **NOTICE**  
RECEIVED AT KMITS ON  
JUL 07 2025

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

POSITION	<b>DEVELOPMENT MANAGEMENT OFFICER II</b>
NUMBER OF SLOT/S	<b>1</b>
SALARY GRADE	<b>SG 15</b>
MONTHLY SALARY	<b>PHP 40,208.00 PLUS 20% PREMIUM PHP 8,041.60</b>
NATURE OF APPOINTMENT	<b>CONTRACT OF SERVICE</b>
CONTRACT PERIOD	<b>JULY TO DECEMBER 2025</b>
PLACE OF ASSIGNMENT	<b>ASSISTANT REGIONAL DIRECTOR OFFICE – HEALTH FACILITY DEVELOPMENT AND ENHANCEMENT UNIT</b>

### **QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY:	Career Service (Professional) Second Level Eligibility

### **DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 7, 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;
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.*