



POSITION TITLE:

HEALTH PROGRAM OFFICER I

JOB DESCRIPTION AND RESPONSIBILITIES:

- Assist in the development of content plans, concept designs, prototype materials related to health promotions.
- Develop content appropriate for the target audience utilizing various media platforms.
- Formulate strategies and develop appropriate interventions to ensure the creation of a comprehensive portfolio for the improvement of health literacy in the Region.
- Perform intra/inter-agency coordination related to the creation of health promotion program materials and tools across media platforms.
- Oversee and supervise teams and/ or personnel assigned.
- Maintain and supervise the manage of health promotion information dissemination in media platforms, including traditional and social media engagement, and social listening, among others.
- Collaborate with partners and widen reach by exploring additional platforms for information dissemination.
- Prepare routine letters, memoranda, reports, notice of meetings, key agreements, minutes of meetings, and other office communications and documentary requirements.
- Assist in the conduct of capacity building activities, meeting, orientations, hand holding sessions and field visits related to the implementation of setting/campaign-based health promotion programs, projects and activities.
- Attend meetings, training, forums, workshop, as the need arises.
- Perform other functions as necessary.



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	HEALTH PROGRAM OFFICER I
NUMBER OF SLOT/S	1
SALARY GRADE	SG 11
MONTHLY SALARY	PHP 30,024.00 PLUS 20% PREMIUM PHP 6,004.80
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	OFFICE OF THE REGIONAL DIRECTOR – HEALTH PROMOTION UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree
EXPERIENCE:	None required
TRAINING:	None required
ELIGIBILITY:	Career Service (Professional) Second Level Eligibility

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 8, 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;
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

Prepared by:

JOCELYN P. BOBADILLA

Administrative Officer V

Human Resource Management

Approved by:

LESTER M. TAN, MD, MPH, MSc

Director IV

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.