



POSITION TITLE:

HEALTH PROGRAM OFFICER I

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Monitor hospitals within the NCR.
2. Prepare a Guarantee Letter for private hospital referrals.
3. Facilitate referrals received from different channels regarding Medical Assistance Availment at both government and private hospitals.
4. Receive MAIFIP-related documents inside the office.
5. Check and consolidate the Monthly Reports of all districts submitted by the hospitals with MAIFIPP Fund.
6. Perform other related functions as may be assigned by the immediate supervisor.



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



SIGNED NOTICE
RECEIVED AT KMITS ON
JUL 07 2025

NOTICE

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	MANAGEMENT SUPPORT DIVISION - MALASAKIT PROGRAM AND COMPENSATION UNIT

QUALIFICATION STANDARDS

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

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 11, 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 (please indicate the position and place of assignment);
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

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.