



**POSITION TITLE:**

## **HEALTH PROGRAM OFFICER II**

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### **JOB DESCRIPTION AND RESPONSIBILITIES:**

1. Provides technical assistance in strategy development and management of health programs.
2. Monitors and evaluates field health program in collaboration with local government units (LGUs) and other stakeholders.
3. Ensures development of research and studies related to disease prevention and control.
4. Collects program data and provides regional program analysis.
5. Tracks and reports on program progress, outputs and consistent with adopted logic models and indicators.
6. Prepares Work and Financial Plan and other health plans related to the program implementations.
7. Ensures compliances of health facilities to standards, policies and procedures of medicines and interventions utilized.
8. Perform other related functions as may be assigned by the cluster head.



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>HEALTH PROGRAM 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>LOCAL HEALTH SUPPORT DIVISION – NON-COMMUNICABLE DISEASE PREVENTION AND CONTROL CLUSTER</b>

### **QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's Degree
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 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](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.*

Block 6 Barangay Road, Welfareville Compound, Barangay Addition Hills, Mandaluyong City 1550 • Trunk Line: 8531-0037 • URL:  
<https://ncroffice.doh.gov.ph> Email: [chd\\_mm@yahoo.com](mailto:chd_mm@yahoo.com)