



Republic of the Philippines  
Department of Health

**METRO MANILA CENTER FOR HEALTH DEVELOPMENT**

SIGNED NOTICE  
RECEIVED AT THE KMITS ON

06-10-2021

**NOTICE**

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

1. POSITION	<b>ADMINISTRATIVE ASSISTANT III</b>
NUMBER OF SLOTS	<b>1</b>
MONTHLY SALARY	<b>PHP 19, 593.00 plus 20% Premium: PHP 3, 918.60</b>
NATURE OF ENGAGEMENT	<b>CONTRACT OF SERVICE (JOB ORDER)</b>
PLACE OF ASSIGNMENT	<b>HEALTH EMERGENCY MANAGEMENT UNIT</b>

**QUALIFICATION STANDARDS**

EDUCATION	Bachelor's degree
EXPERIENCE	With office clerical experience Computer literate willing to work beyond office hours

**DEADLINE OF SUBMISSION: ON OR BEFORE JUNE 18, 2021.**  
**INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.**

Interested qualified applicants may address their (scanned) letter of intent with accomplished personal data sheet and school credentials (diploma, transcript of records) to:

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

And submit to: [chd\\_mm@yahoo.com](mailto:chd_mm@yahoo.com)  
[dohncropersonnel@yahoo.com](mailto:dohncropersonnel@yahoo.com)

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Director IV