



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
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AUG 03 2023

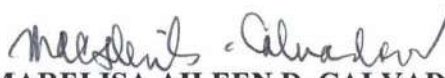
NOTICE FOR NEW DEADLINE OF SUBMISSION

This is to inform interested and qualified applicants that the MMCHD is still accepting application for the following position under Contract of Service pursuant to the attached Notice of Vacancy; to wit:

POSITION	SLOT(S)	DIVISION/SECTION/UNIT
1. Health Program Officer I	2	Local Health Support Division – Health Promotion Unit
2. Administrative Assistant II	1	Local Health Support Division – Health Promotion Unit
3. Administrative Assistant II	1	Management Support Services Division - Proper
4. Financial Analyst I	1	Management Support Services Division – Accounting Section
5. Engineer II	1	Office of the Director III – Health Facility Development and Enhancement Unit

Deadline for submission shall be on August 07, 2023

Prepared by:


MARELISA AILEEN D. CALVADORES
Development Management Officer IV
OIC, Head-Personnel Section

Approved by:


PRETCHELL P. TOLENTINO, MD, MCHM
OIC-Director IV



METRO MANILA CENTER FOR HEALTH DEVELOPMENT



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8531-0037



METRO MANILA CENTER FOR HEALTH DEVELOPMENT

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JUL 14 2023

NOTICE

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

1. POSITION	HEALTH PROGRAM OFFICER I
NUMBER OF SLOT/S	2
MONTHLY SALARY	SG 11 PHP 27,000.00 plus 10% Premium: PHP 2,700.00
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - DECEMBER 2023
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION – HEALTH PROMOTION UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree of any health-related profession or any profession related to communication, Education, Human Relations and Social Work
EXPERIENCE:	Preferably has one-year experience in implementing and handling health programs and activities
OTHER REQUIREMENTS:	Familiar with drafting memorandums, letters concept paper, and/ or any reports Good in technical writing, human relations and coordination

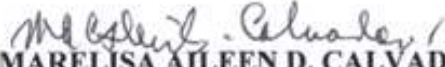
DEADLINE FOR SUBMISSION: ON OR BEFORE July 19, 2023. INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

Interested qualified applicants may address their (scanned) letter of intent with accomplished Personal Data Sheet and school credentials (diploma, transcript of records) to:

ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE
Director IV

And submit to: dohncropersonnel@yahoo.com

Prepared by:


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Development Management Officer IV
OIC, Head-Personnel Section

Approved by:


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NOTICE

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

1. POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	2
MONTHLY SALARY	SG 8 PHP 19,744.00 plus 10% Premium: PHP 1,974.40
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY – DECEMBER 2023
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION – HEALTH PROMOTION UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree relevant the job
EXPERIENCE:	With experience of at least one (1) year in handling budgetary documents Knowledgeable of the government's budgetary and accounting processes
OTHER REQUIREMENTS:	Good in accounting and inventory Knowledgeable in using Microsoft and google applications Has analytical skills

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OIC-Head, Personnel Section

Approved by:


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Director IV

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



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NOTICE

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

I. POSITION	ADMINISTRATIVE ASSISTANT II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 8 PHP 19,744.00 plus 10% Premium: PHP 1,974.40
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - OCTOBER 2023 (3 MONTHS)
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT SERVICES DIVISION – PROPER

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree
EXPERIENCE:	1-year experience relevant to the job
OTHER REQUIREMENTS:	Computer Literate Good in written and oral communication skills.


DEADLINE FOR SUBMISSION: ON OR BEFORE July 18, 2023.
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:


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Director IV

And submit to: dohncropersonnel@yahoo.com

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Development Management Officer IV
OIC-Head, Personnel Section

Approved by:



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NOTICE

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

1. POSITION	FINANCIAL ANALYST I
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 11 PHP 27,000.00 plus 10% Premium: PHP 2,700.00
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO SEPTEMBER 2023
PLACE OF ASSIGNMENT	MANAGEMENT SUPPORT SERVICES DIVISION- ACCOUNTING SECTION

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Accountancy or other Accounting related courses
EXPERIENCE:	None Required
OTHER REQUIREMENTS:	Knowledgeable in Microsoft Office Applications

DEADLINE FOR SUBMISSION: ON OR BEFORE July 8, 2023.
INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED

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

1. POSITION	ENGINEER II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 16 PHP 39,672.00 plus 10% Premium: PHP 3,967.20
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - DECEMBER 2023
PLACE OF ASSIGNMENT	OFFICE OF THE DIRECTOR III – HEALTH FACILITY DEVELOPMENT AND ENHANCEMENT UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Civil Engineer/ Mechanical Engineer/Electrical Engineer
EXPERIENCE:	With 1 year of relevant experience in Public Health Programs
OTHER REQUIREMENTS:	R.A 1080 (Licensed) Knowledgeable in Microsoft Office Applications Knowledgeable in CAD and quantity take-off Good in written & oral communications Good in planning and decision making

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