



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED *Notice*
RECEIVED AT THE KMITS ON
JUL 28 2023

NOTICE FOR NEW DEADLINE OF SUBMISSION

This is to inform interested and qualified applications 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
Administrative Assistant II	1	Local Health Support Division – Infectious Diseases Prevention and Control Cluster
Administrative Assistant III	1	Management Support Services Division – Personnel Section
Administrative Assistant III	1	Management Support Services Division – Human Resource Development Unit
Health Program Officer II	1	Office of the Regional Director – Communications Management Division
Administrative Assistant IV	1	Local Health Support Division - Proper

DEADLINE FOR SUBMISSION SHALL BE ON AUGUST 2, 2023.

Prepared by:

Marelisa Aileen D. Calvadores
MARELISA AILEEN D. CALVADORES
Development Management Officer IV

Approved by:

Aleli Annie Grace P. Sudiagal
ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE
Director IV



Republic of the Philippines
Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED Notice for posting
RECEIVED AT THE KMITSON

JUN 14 2023

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	1
MONTHLY SALARY	SG 8 PHP 19,744.00 plus 20% Premium: PHP 3,948.80
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - DECEMBER 2023
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION – INFECTIOUS DISEASES PREVENTION AND CONTROL CLUSTER

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree relevant to the job
EXPERIENCE:	At least 1 year of relevant experience
OTHER REQUIREMENTS:	Knowledgeable in Microsoft Office Applications

DEADLINE FOR SUBMISSION: ON OR BEFORE JUNE 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:

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

Approved by:

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



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Department of Health
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 | ADMINISTRATIVE ASSISTANT III |
| NUMBER OF SLOT/S | 3 |
| MONTHLY SALARY | SG 9 PHP 21,211.00 plus 20% Premium: PHP 4,242.20 |
| NATURE OF ENGAGEMENT | CONTRACT OF SERVICE |
| CONTRACT PERIOD | JULY - DECEMBER 2023 |
| PLACE OF ASSIGNMENT | MANAGEMENT SUPPORT SERVICES DIVISION -
HUMAN RESOURCE DEVELOPMENT UNIT |

QUALIFICATION STANDARDS

- | | |
|---------------------|---|
| EDUCATION: | Completion of 2-year Course |
| EXPERIENCE: | Computer Literate |
| | Complete staff work skills |
| OTHER REQUIREMENTS: | Basic oral and written communication skills |

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:

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

Approved by:

Aleli Annie Grace P. Sudiocal
ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE
Director IV



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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:

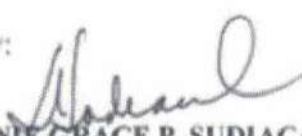
ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE
Director IV

And submit to: dohncropersonnel@yahoo.com

Prepared by:


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

Approved by:


ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE
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



ncroffice.doh.gov.ph



<https://www.facebook.com/MetroManilaCHD>



chd_mm@yahoo.com



8531-0037, 8531-0026, 8531-0027

METRO MANILA CENTER FOR HEALTH DEVELOPMENT



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Department of Health

METRO MANILA CENTER FOR HEALTH DEVELOPMENT

SIGNED NOTICE
RECEIVED AT THE KMITSON
JUL 07 2023

NOTICE

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

I. POSITION	HEALTH PROGRAM OFFICER II
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 15 PHP 36,619.00 plus 20% Premium: PHP 7,323.80
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - DECEMBER 2023
PLACE OF ASSIGNMENT	OFFICE OF THE REGIONAL DIRECTOR IV - COMMUNICATIONS MANAGEMENT UNIT

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's Degree in Communication, Social Sciences, Management Courses, and other relevant fields
EXPERIENCE:	At least 1 year of relevant experience
OTHER REQUIREMENTS:	Excellent planning, writing, and high-level coordination

DEADLINE FOR SUBMISSION: ON OR BEFORE July 12, 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:

M. A. Calvadores
MARELISA ALLEN D. CALVADORES
Development Management Officer IV
OIC, Head-Personnel Section

Approved by:

A. Annie Grace P. Sudiocal
ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE
Director IV

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Department of Health

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JUL 06 2023

NOTICE

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

1. POSITION	ADMINISTRATIVE ASSISTANT IV
NUMBER OF SLOT/S	1
MONTHLY SALARY	SG 10 PHP 23,176.00 plus 10% Premium: PHP 2,317.60
NATURE OF ENGAGEMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY - DECEMBER 2023
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION – PROPER

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Business Administration or Diploma in Business Administration
EXPERIENCE:	Preferably at least 2 years of administrative staff experience or any related jobs and trainings
OTHER REQUIREMENTS:	Proficiency in MS Office, with exceptional knowledge of Excel and PowerPoint Working knowledge of Google Docs; With keen analytic skills on financial data Very good in organizational skills, communication skills and the capacity to manage several tasks or requests simultaneously


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Director IV

And submit to: dohncropersonnel@yahoo.com

Prepared by:


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

Approved by:


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

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