



POSITION TITLE:

NURSE III

JOB DESCRIPTION AND RESPONSIBILITIES:

1. Assist in facilitating capacity-building activities, training, workshops, meeting and orientation of the cluster:
 - a. Primarily assist and eventually lead in certification and accreditation of health facilities including but not limited to Animal Bite Center (ABC) / Animal Bite Treatment Center (ABTC), TB - Delivery of TB Services (DOTS) Facilities, Mother-Baby Friendly Health Initiative (MBFHI) Facilities and other health facilities
 - b. Draft and prepare training and activity reports on assigned IDPCC programs
 - c. Coordinate with partner stakeholders on activities related to IDPCC programs
 - d. Provide inputs and technical updates during the conduct of activities
 - e. Assist in the conduct of trainings, meetings and seminars of the IDPCC such as but not limited to the National Rabies Prevention and Control Program (NRPCP), National Leprosy Control Program (NLCP), National Filariasis Elimination Program (NFEP), National Malaria Control and Elimination Program (MCEP), National Schistosomiasis Control and Elimination Program (SCEP), National HIV, AIDS and STI Prevention and Control Program, National Integrated Helminth Control Program (IHCP), Food and Waterborne Diseases (FWBD) program, National Dengue Prevention and Control Program (NDPCP), Emerging and Re-emerging Infectious Diseases (EREID) Program, National Tuberculosis Program (NTP)
 - f. Assist in facility monitoring and evaluation in collaboration with our stakeholders and partners.
 - g. Participate and Facilitate in Advocacy and Social Mobilization Campaign (ACSM) under the programs of IDPCC
 - h. Assist in managing program-level support activity that including but not limited to the National TB Program (NTP), National AIDS/HIV STI Prevention and Control Program (NASPCP), National Rabies Prevention and Control Program (NRPCP) and National Aedes viral borne Diseases Prevention and Control Program (NAVDPCP)
2. Document IDPCC activities in compliance with ISO requirements;
 - a. Document minutes of the meeting and accomplish post activity reports;
 - b. Participate in IDPCC monitoring and evaluation activities
 - c. Participate in monitoring health activities in the National Capital Region (NCR) as part of the IDPCC Monitoring and Evaluation
 - d. Give regular feedback to the IDPCC Head or Program Manager concerned regarding their respective assigned programs
 - e. Provide inputs and technical updates in the development of policies, guidelines and plans for IDPCC programs
3. Functions as Emergency Officer on Duty (EOD) at the MMCHD operation center should all means have been fully exhausted.
 - a. Support the HEMS operation Center 24/7 in monitoring all emergencies or disaster mainly on Health Service delivery;
4. Perform other duties and responsibilities as assigned by the IDPCC Head.



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



NOTICE

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

POSITION	NURSE III
NUMBER OF SLOT/S	2
SALARY GRADE	SG 17
MONTHLY SALARY	PHP 41,508.00 PLUS 20% PREMIUM PHP 8,301.60
NATURE OF APPOINTMENT	CONTRACT OF SERVICE
CONTRACT PERIOD	JULY TO DECEMBER 2025
PLACE OF ASSIGNMENT	LOCAL HEALTH SUPPORT DIVISION - INFECTIOUS DISEASE PREVENTION AND CONTROL CLUSTER

SIGNED Notice
RECEIVED AT KMITS ON
JUL 10 2025

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Nursing
EXPERIENCE:	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY:	RA 1080

DEADLINE FOR SUBMISSION: ON OR BEFORE JULY 13, 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.