



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:

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| 1. POSITION | Administrative Assistant III |
| NUMBER OF SLOTS: | FORTY-THREE (43) |
| BASIC SALARY | PHP 19, 593.00 plus 20% Premium: PHP 3, 918.60 |
| NATURE OF ENGAGEMENT | CONTRACT OF SERVICE (JOB ORDER) |
| PLACE OF ASSIGNMENT | ANY LGUs IN METRO MANILA, TO ASSIST IN LGU VACCINATION CENTER AS ENCODERS/DATA MANAGERS |

QUALIFICATION STANDARDS

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|-----------|---|
| EDUCATION | Bachelor's degree relevant to the job Preferably Graduate of any Allied Health Courses or I.T Courses |
| | - Willing to work beyond office hours (including weekends and holidays) |
| | - Computer skills and proficiency in data management system with experience using data entry programs/applications such as but not limited to google sheet and microsoft office |
| | - With good communication skills (written and spoken) |
| | - Adept in data management (digitally and manually) with ability to quickly process and organize data |
| | - In good health condition |

DEADLINE OF SUBMISSION: ON OR BEFORE APRIL 27, 2021, 8:00PM.
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
dohncropersonnel@yahoo.com

Prepared by:


PHILIP F. DU, CPA, MBM
Chief Administrative Officer

Approved by:


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