



Republic of the Philippines
Department of Health
CENTER FOR HEALTH DEVELOPMENT MIMAROPA
Human Resources Management Section



NOTICE OF JOB VACANCY	
Position : Administrative Assistant II	Salary Grade: 8
Division: Management Support Division	Monthly Salary: Php 17,505.00
ITEM NO.: OSEC-DOHB-ADAS2-300013-2004	Office of Assignment: Human Resource Management Section
Minimum Qualification Standards (per CSC QS Manual)	
Education: Completion of two (2) years studies in college	
Experience: One (1) year relevant to the job	
Training: Four (4) hours relevant to the job	
Eligibility: CSC First Level(Sub-Professional)	
Additional Qualifications Preferred:	
Competency: *Computer Software Application *Basic technical writing *Administrative procedures and issuances *Records maintenance	
Interested applicants are advised to hand in or send through courier/email application (hrpersonnel@mimaropa.doh.gov.ph) to the Human Resource Management Section	
<ol style="list-style-type: none">1. Letter of Intent address to: Noreen C. De La Cruz Administrative Officer V DOH Center for Health Development MIMAROPA QMMC Compound, Project 4, Quezon City2. Duly accomplished Personal Data Sheet(PDS) with recent passport size picture and the Work Experience Sheet (CSC Form No.212, Revised 2017)3 Copy of Diploma and Transcript of Record4. Copy of Certificate of Trainings/Seminars attended5. Copy of Eligibility(CS Sub-Professional)6. Certificate of employment with duties and responsibilities of previous/current employment and contact numbers/email address <p>*Persons with disability and indigenouse people are encouraged to apply.</p>	
Date Posted: July 27, 2020	Deadline of Submission: August 7, 2020