



Republic of the Philippines
Department of Health
CENTER FOR HEALTH DEVELOPMENT MIMAROPA



NOTICE OF VACANCY

(Contract of Service)

Division/ Unit / Section: Field Health Operations

Date of Posting: September 12, 2022

Position Title	Salary + Premium	Qualification				Area of Assignment
		Education:	Eligibility:	Experience :	Training:	
(1) Administrative Officer III	(14) Php 32,321.00 + (5% premium) Php 1,616.05 = Php 33,937.05 Source of Fund: LHSDA GAA	Bachelor's Degree	Career Service (Professional)	Two (2) years relevant experience	8 hours of relevant experience	CHD MIMAROPA (Field Health Operations)

JOB DESCRIPTION / FUNCTION (Duties and Responsibilities):

- Take charge in the management of daily administrative support of Field Health Operations including PDOHOs in coordination with AOs of the provinces
- Ensure there is a system of management of all data/records of incoming and outgoing documents in the unit and take charge in the maintenance of all tracking systems.
- Prepares reports required from the unit in coordination with regular staff assigned including but not limited to Work and Financial Plans (preparations of PMPs, etc), ISO, ARTA, and other documents pertinent to the operations of the unit
- Prepares a calendar of activity of the unit and takes charge of the monthly FHOP meetings
- Maintains inventory of the supplies, equipment, furniture and fixtures of the unit and takes charge in the monitoring, reporting and replenishment if needed
- Provides update/status reports on the above activities every month during FHOP Monthly Meeting
- Perform other functions that maybe assigned and delegated by the supervisor from time to time

Documentary Requirements:

1. Application / Intent Letter addressed to:

MARIO S. BAQUILOD, MD, MPH, CESO IV
 Director IV
 Department of Health
 Center for Health Development MIMAROPA
 QMMC Compound, Project 4, Quezon City

Kalusugan sa mga Isla, Kayamanan ng MIMAROPA



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Thru: ANNA BIRTHA I. DATINGUINO, RN, MPM
DMO IV/ Division Chief
Field Health Operations

2. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
 3. Copy of Diploma and Transcript of Records
 4. Proof of Eligibility (if applicable)
 5. PhilHealth and TIN
- ✓ Applicants may send PDF format / scanned copy of documentary requirements on or before: **September 21, 2022**
DEADLINE OF SUBMISSION
 - ✓ Email Address: hrcpersonnel@mimaropa.doh.gov.ph with the subject: **APPLYING FOR AD III**
 - ✓ Applications with incomplete documents shall not be entertained


Prepared by:


NOREEN C. DELA CRUZ
Administrative Officer V
Head, HRMDS

Reviewed by:

ANNA BIRTHA I. DATINGUINO, RN, MPM
Chief, Field Health Operations

Approved by:


JOSELITO M. PADUA, RN, MAN.
Chief Administrative Officer

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