



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



NOTICE OF VACANCY

(Contract of Service)

Division/ Unit / Section: Office of the Regional Director / Health Facility Development Unit

Date of Posting: September 22, 2022

Position Title	Salary + Premium	Qualification				Area of Assignment
		Education:	Eligibility:	Experience:	Training:	
(1) Engineer II	(SG 15) Php38,150.00 + Php 1,907.50 (5% Premium) = Php 40,057.5 Source of Fund: HFDU SAA 2022-07-3208	BS in Sanitary or Civil Engineering	RA 1080	1 year of relevant experience (Preferably with experience in hospital planning and design)	4 hours of relevant training	Health Facility Development Unit - DOH Center for Health Development MIMAROPA (Manila-Based)

JOB DESCRIPTION / FUNCTION (Duties and Responsibilities):

- Act as technical assistant and monitors the implementation of the following hospital-based programs and attached programs:
 - Healthcare Waste Management
 - Infection Prevention and Control
 - Integrated Hospital Operations and Management Program (IHOMP)
 - Regional Health Facility Development Plan
- Monitor, analyzes and generates related reports
- Assist in the conduct of activities and act as resource person/facilitator/secretariat as needed (e.g., trainings, orientation, meetings, etc.);
- Coordinate and collaborate with health facilities regarding HFDU programs and provide appropriate technical assistance;
- Collect necessary data and prepare required reports and ensure timely submission;
- Timely disseminate issuances, invitations, and other related guidelines to MIMAROPA health facilities;
- Draft and prepare communications, personnel order, and other related documents;
- Ensure that all incoming and outgoing communications including mails, electronic mails and internal correspondences are accurately recorded, filed, disseminated and properly acted on;
- Performs other functions that maybe assigned by the Head of Office and Immediate Supervisors from time to time.

Documentary Requirements:

- 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

Thru: MS. NOREEN DELA CRUZ
Administrative Officer V
Head, Human Resource Management & Development Section
 - Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
 - Copy of Diploma and Transcript of Records
 - Proof of Eligibility (if applicable)
 - Photocopy of PhilHealth Receipt for September 2022 Payment and TIN
- ✓ Applicants may send PDF format / scanned copy of documentary requirements on or before: **OCTOBER 3, 2022** -(DEADLINE OF SUBMISSION)
✓ Email Address: hrpersonnel@mimaropa.doh.gov.ph with the subject: **(Applicant for Engineer II)**
✓ Applications with incomplete documents shall not be entertained

Prepared by:

NOREEN C. DELA CRUZ
Administrative Officer V
Head, HRMDS

Reviewed by:

ROBERTO MARTIN C. MERCENE, MD
Medical Officer III
Head, HFDU

Approved by:

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

Kalusugan sa mga Isla, Kayamanan ng MIMAROPA