



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 29, 2022 (extended)

Position Title	Salary + Premium	Qualification				Area of Assignment
		Education:	Eligibility:	Experience:	Training:	
(1) Project Assistant IV	(14) Php 32,321 + (5% premium) Php 1,616.05 = Php 33,937.05 Source of Fund: LHSDA GIDA/IP SAA (2022-02-0601)	Bachelor's Degree relevant to the job	Career service (Sub professional)	At least three (3) years relevant experience	At least 16 hours of relevant experience	CHD MIMAROPA (Field Health Operations)

Duration of contract: September – December 15, 2022

JOB DESCRIPTION / FUNCTION (Duties and Responsibilities):

- Conducts impact assessment of the KATIG Project: An IP Community Health Project of MIMAROPA in Bulalacao and Malansay, Oriental Mindoro;
- Conducts data gathering interview and other related activities needed for the study;
- Analyze and document findings during the interview and other activities conducted
- Coordinates with relevant agencies/offices;
- Provide updates on a weekly basis regarding on the status and development of the study;
- Prepares and submit impact assessment output;
- 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

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

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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: **October 5, 2022**
DEADLINE OF SUBMISSION
- ✓ Email Address: hrpersonnel@mimaropa.doh.gov.ph with the subject: **APPLYING FOR PA IV**
- ✓ Applications with incomplete documents shall not be entertained

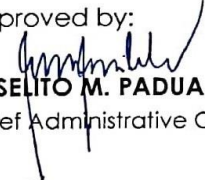
Prepared by:


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 *APD*

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