



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



Date: \_\_\_\_\_

**NOTICE OF VACANCY**

(Contract of Service)

Division/ Unit / Section:

Date of Posting: September 5, 2022

Position Title	Salary + Premium	Qualification				Area of Assignment
		Education:	Eligibility:	Experience:	Training:	
(2) <b>Project Development Officer II</b>	(SG 15) <b>Php 35,097.00</b> + <b>Php 1,754.85</b> (5% Premium) = <b>Php 36,851.85</b>  Source of Fund: SAF 2021-04-1282/ PHM IDC TB	<b>Relevant degree:</b> (Medical allied)	Career Service (CS) Professional/Second Level Eligibility	1 year of relevant experience	4 hours of relevant training	1 Oriental Mindoro 1 Romblon

**JOB DESCRIPTION / FUNCTION (Duties and Responsibilities):**

1. Conducts regular field visits to assigned target private facilities;
2. Conducts field mapping and inventories of private medical practitioners and health care facilities in area(s) of assignment and regularly updates said map and inventory;
3. Conducts Meetings and Advocacy Sessions among public/private doctors/medical facilities to encourage notification of cases;
4. Regular monitoring visits to identified public/private medical practitioners to ensure constant and consistent reporting;
5. Provides technical assistance to clients (public/private medical practitioners or their secretary) as necessary;
6. Prepares and submits monthly and quarterly mandatory reports, or other reports as requested;
7. Assists the Regional NTP Coordinator in the conduct of On- site Data Validations;
8. Acts as technical assistant in all Infectious Disease Cluster Programs.
9. Assists in the conduct of IDC Program activities and can act as resource person/facilitators as needed (e.g trainings, PIRs, orientation, data validations, meetings, etc.)
10. Coordinates with the PHTO/Provincial/City Program Coordinators/Other Partner Agencies/ Institution re: issues concerning IDC Program implementation.
11. Performs another task as may be assigned by IDC Head and PDOHO Head
12. Performs other functions that maybe assigned by the Head of Office and Immediate Supervisors from time to time.

**Documentary Requirements:**

1. Application / Intent Letter addressed to:  
**MARIO S. BAQUILOD, MD, MPH, CESO IV**  
 Director IV  
 Department of Health



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Date:

Administrative Officer V  
Head, Human Resource Management & Development Section

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](http://www.csc.gov.ph)
3. Copy of Diploma and Transcript of Records
4. Proof of Eligibility (if applicable)
5. Photocopy of PhilHealth and TIN

- ✓ Applicants may send PDF format / scanned copy of documentary requirements on or before: **9-12-2022**  
DEADLINE OF SUBMISSION
- ✓ Email Address: [hrpersonnel@mimaropa.doh.gov.ph](mailto:hrpersonnel@mimaropa.doh.gov.ph) with the subject: **Applying for PDO II (ORMIN / ROMBLON)**
- ✓ Applications with incomplete documents shall not be entertained

Prepared by:

  
**NOREEN C. DELA CRUZ**  
Administrative Officer V  
Head, HRMDS

Reviewed by:

  
**CHRISTY G. ANDAYA, MD**  
MO IV

Approved by:

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