

DEPARTMENT OF HEALTH | Region X



Place of Assignment :	HOPSS
Position Title :	ADMINISTRATIVE ASSISTANT I (SECRETARY I)
Plantilla Item No. :	OSec-DOHB-ADAS1-660212-2016
Salary/Job/Pay Grade :	7
Monthly Salary :	Php 15,254.00
Eligibility :	Career Service (Sub-Professional) First level of eligibility
Education :	Completion of two years in College
Training :	None required
Work Experience :	None required
Competency :	n/a

Instruction/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 11, 2019.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSE C. CHAN, MD, FPOA, FPCS, MHA, FPCHA

Medical Center Chief II
DEPARTMENT OF HEALTH
Capitol Compound, Cagayan de Oro City
nmmc_cdo@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	February 01, 2019
Closing Date :	February 11, 2019