



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

July 02, 2021

JOB HIRING

POSITION	One (1) vacant Health Program Officer II position under Adverse Events Following Immunization Unit – Epidemiology Bureau (Contractual)
SALARY GRADE	15
QUALIFICATION STANDARDS	Background in database management - Math, Statistics, preferably Computer Science
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none">a) Provides assistance in the development of regular bulletins, resentations, and documentsb.) Assists in the extraction of data from various databasesc.) Maintains the linelists being used for the development of bulletins, resentations and analysisd.) Perform other relevant task/s responsibilities as deemed necessary
PLACE OF ASSIGNMENT	Adverse Events Following Immunization Unit - Data Management and Quality Assurance
REQUIREMENTS	<ul style="list-style-type: none">● Application letter addressed to : Alethea R. De Guzman, MD, MCHM, PHSAE OIC-Director III Epidemiology Bureau● Three (3) copies of Duly Accomplished Personal Data Sheet with Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph● One (1) copy of Diploma● One (1) copy of Transcript of Records
DEADLINE OF SUBMISSION	July 25, 2021
NOTE	<p><i>*Interested applicants may send requirements thru email</i></p> <p>Email Address : aefiadmin@doh.gov.ph EMAIL SUBJECT: HPOII_DMQA_Surname, First Name MI</p>