



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

July 16, 2021

JOB HIRING

POSITION	One (1) vacant Health Program Officer I position under Adverse Events Following Immunization Unit – Epidemiology Bureau (Job Order)
SALARY GRADE	11
QUALIFICATION STANDARDS	At least Graduate of any 4-year course.
DESIRED QUALIFICATIONS	<ul style="list-style-type: none">- With good communication skills- Attention to details- Computer literate
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none">a.) Receives, records, releases incoming and outgoing communications and other documents through Data Tracking Systemb.) Encodes office communications, correspondences and other related documents as requested by EB-AEFI Unit staffc.) Take charge in tracking of documents in different officesd.) Maintain and organize administrative files and documents of the Unite.) Assist in monitoring the progresss of Unit Performance relative to the Office Performance Commitment Report, Budget Accountability and sub-allotment Budget Reportf.) Assist in facilitating Customer Satisfaction Surveyg.) Perform other relevant tasks/ responsibilities as deemed necessary by the Supervisors
PLACE OF ASSIGNMENT	Adverse Events Following Immunization Unit - Admin Section



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REQUIREMENTS

- 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

**Interested applicants may send requirements thru email*

Email Address : **aefiadmin@doh.gov.ph**

EMAIL SUBJECT: HPOI_ADMIN_Surname, First Name MI