



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

July 16, 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	Graduate of any allied medical course
DESIRED QUALIFICATIONS	<ul style="list-style-type: none">- Preferably a Nurse with atleast one year clinical experience- With background in public health surveillance- Adept in writting clinical reports
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none">a.) Monitor timeliness of conduct of case investigation and causality assessment of the regions assignedb.) Ensure that detailed information on investigation and response for each serious AEFI case are available and organized in the database and cloud storagec.) Regularly confers with the Regional Epidemiology and Surveillance Units to ensure completeness of documentation and other information neededd.) Conduct date reconciliation on a regular basis with the assigned RESUe.) Observe and document good practices and points of improvement of RESU and RAEFIC in their online meetingsf) Perform other relevant tasks/ responsibilities as deemed necessary
PLACE OF ASSIGNMENT	Adverse Events Following Immunization Unit - Local Coordination, Collection and Support 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: HPOII_LCCS_Surname, First Name MI