



Republic of the Philippines
DEPARTMENT OF HEALTH
 REGIONAL OFFICE III
 City of San Fernando, Pampanga

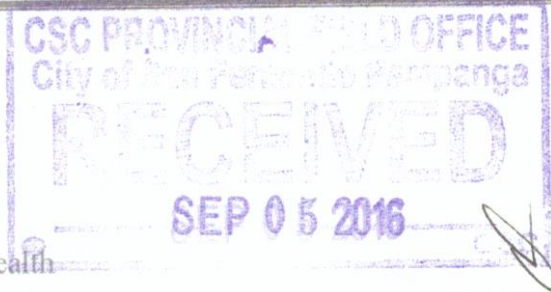


Vision:
 A healthy and responsive community in Central Luzon.

Mission:
 -to ensure effective delivery of quality affordable, accessible, equitable, and sustainable health services
 -to develop, organize and mobilize stakeholders for health and
 -to foster collaboration, partnership and linkages with GOs and NGOs for the people of Central Luzon especially the poor, disadvantaged & marginalized.

Core Values:
 Integrity
 Excellence
 Commitment
 Compassion
 Professionalism
 Stewardship
 Teamwork

KP Strategic Thrust:
 1. Improve Financial Risk Protection
 2. Improve Quality in and Out-patient care
 3. MDG Max



REGION : III
AGENCY : Department of Health
POSITION TITLE : (1) ADMINISTRATIVE ASSISTANT II
OFFICE : DOH – RO III
ITEM NUMBER : OSEC-DOHB-ADAS2-150039-2004
SALARY GRADE : 08

QUALIFICATION STANDARD:

EDUCATION : Completion of two-year studies in college
TRAINING : 4 hours relevant training
EXPERIENCE : 1 year relevant experience
ELIGIBILITY : Career Service (Sub-Professional)
 First Level Eligibility

DUTIES & RESPONSIBILITIES:

- Drafts and prepares correspondence such as memoranda, travel orders, and circulars.
- Prepares personnel records and fiscal records such as expense vouchers, requisitions for supplies and similar documents.
- Handles incoming and outgoing calls for the supervisor.
- Maintains files and takes responsibility for the security and confidentiality of files and work of the supervisor.
- Accommodates/Attends to official visitors.
- Performs other related functions as may be assigned.



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