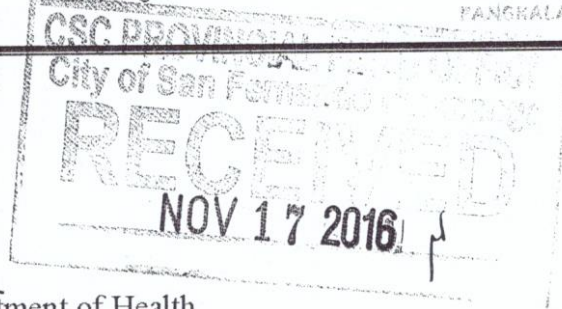




Republic of the Philippines
DEPARTMENT OF HEALTH
 REGIONAL OFFICE III
 City of San Fernando, Pampanga



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 : (2) ADMINISTRATIVE ASSISTANT III
OFFICE : Regional Office III
ITEM NUMBER : OSEC-DOHB-ADAS3-150020-2014 (MSD)
 OSEC-DOHB-ADAS3-150016-2014 (RLED)

SALARY GRADE : 09

QUALIFICATION STANDARD:

EDUCATION : Completion of two-year studies in college or
 High School Graduate with relevant vocational/
 Trade course

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.



DEC2016/cecile