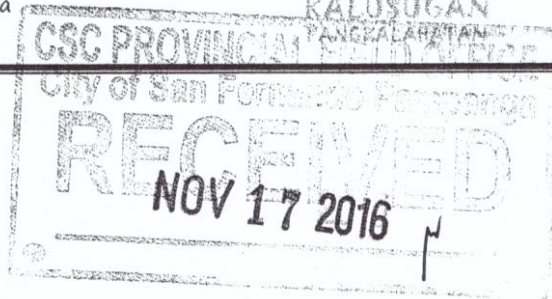




Republic of the Philippines
DEPARTMENT OF HEALTH
 REGIONAL OFFICE III
 City of San Fernando, Pampanga



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 OFFICER V
OFFICE : DOH – RO III
ITEM NUMBER : OSEC-DOHB-ADOF5-150014-2004 (Personnel)
 OSEC-DOHB-ADOF5-150016-2004 (Supply)
SALARY GRADE : 18

QUALIFICATION STANDARD:

EDUCATION : Bachelor's degree
TRAINING : 8 hours of relevant training
EXPERIENCE : 2 years of relevant experience
ELIGIBILITY : Career Service (Professional)
 Second Level Eligibility

DUTIES & RESPONSIBILITIES:

- Directs and supervises staff and their delivery of services.
- Provides assistance in matters pertaining to personnel, logistics, fund utilization, budget, accounting and other financial procedures/operations.
- Prepares relevant communication and inventory reports.
- Formulates recommendations for system and procedural improvement when necessary.
- Facilitates the conduct of administrative investigations and recommends appropriate action.
- Assists in the implementation of administrative policies and programs.
- Performs other related functions as may be assigned.



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