



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

September 9, 2021

JOB HIRING

POSITION	One (1) vacant Health Program Officer II position under Adverse Events Following Immunization Unit – Epidemiology Bureau (Job Order)
SALARY GRADE	15
QUALIFICATION STANDARDS	a.) Bachelor's degree of any course b.) 1 year relevant experience c.) 4 hours relevant training
DESIRED QUALIFICATIONS	Background in data encoding and validation
DUTIES & RESPONSIBILITIES	a) Provides assistance in the development of regular bulletins, presentations, and documents b) Assists in the extraction of data from various databases c) Maintains the linelists being used for the development of bulletins, presentations and analysis, and assists in the management of databases used for the generation of linelists d) Perform other relevant tasks/ responsibilities as deemed necessary
PLACE OF ASSIGNMENT	Adverse Events Following Immunization Unit - Data Management and Quality Assurance
REQUIREMENTS	<ul style="list-style-type: none">● 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	September 15, 2021

NOTE **Interested applicants may send requirements thru email*

Email Address : aefiadmin@doh.gov.ph
EMAIL SUBJECT: HPOII_Surname, First Name MI