



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

13 July 2021

## **JOB HIRING**

<b>POSITION</b>	Fourteen (14) vacant Senior Health Program Officer positions under COVID-19 Surveillance and Quick Action Unit (Contractual)
<b>SALARY GRADE</b>	18
<b>QUALIFICATION STANDARDS</b>	<b>Education</b> :Bachelor's Degree in Computer Science, Information Systems, Mathematics, Statistics, Epidemiology, or any related fields <b>Training</b> : Eight (8) hours of relevant training <b>Experience</b> : Two (2) years of relevant experience
<b>ADDITIONAL QUALIFICATION</b>	<ol style="list-style-type: none"><li>1. Strong background in Epidemiology</li><li>2. Proficient in using tools such as Google Cloud Platform, Tableau</li><li>3. Python and T Programming skills</li><li>4. Experience in automating reports</li><li>5. Analyze and transforms data to relevant and actionable information</li><li>6. Highly proficient in MS Excel, and other Microsoft and G Suite applications</li><li>7. Produce written reports and presentations for different audiences and stakeholders</li><li>8. With Excellent written and verbal communication skills</li></ol>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Conduct monitoring and supportive assistance in terms of data collection at the national and regional levels;</li><li>2. Perform data analysis and reporting in coordination with the Epidemiology Bureau;</li><li>3. Supervise data reporting mechanisms such as the DataCollect application;</li><li>4. Manage the COVID-19 Tracker and DOH DataDrop;</li><li>5. Process requests for data from external stakeholders; and,</li><li>6. Perform related functions as may be assigned by the supervisor from time to time.</li></ol>



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**PLACE OF  
ASSIGNMENT**

COVID-19 Surveillance and Quick Action Unit - Data Analytics  
Section

**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](http://www.csc.gov.ph)
- One (1) copy of **Diploma**
- One (1) copy of **Transcript of Records**

**DEADLINE OF  
SUBMISSION**

21 July 2021 (Wednesday)

**NOTE**

\*Interested applicants may send requirements thru email

Email Address: [csqaupersonnel.doh@gmail.com](mailto:csqaupersonnel.doh@gmail.com)

**EMAIL SUBJECT: SHPO\_DAS\_Surname, First Name MI**