



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

13 July 2021

JOB HIRING

POSITION	Seven (7) vacant Senior Health Program Officer positions under COVID-19 Surveillance and Quick Action Unit (Contractual)
SALARY GRADE	18
QUALIFICATION STANDARDS	Education :Bachelor's Degree in Computer Science, Information Systems, Mathematics, Statistics, Epidemiology, or any related fields Training : Eight (8) hours of relevant training Experience : Two (2) years of relevant experience
ADDITIONAL QUALIFICATION	<ol style="list-style-type: none">1. Experience in programming/debugging, preferably in any of the following languages: Python, SQL2.Experience with using the following tools: Colab, Notebook, Jupyter3.Experience with cleaning and transforming data from raw data source4. Experience with transforming data into visualizations and charts5. Basic knowledge of database management6. Proficiency in Microsoft Office Software such as PowerPoint and Excel (Vlookup, Pivot)
DUTIES & RESPONSIBILITIES	<ol style="list-style-type: none">1. Process COVID-19 surveillance data extracted from the DOH COVID KAYA application in preparation for the daily epidemiology and surveillance public reports, including but not limited to the case bulletin, virtual presser, COVID-19 Tracker and DataDrop;2. Assist in the preparation and submission of COVID-19 epidemiology and surveillance reports;3. Assist in the coordination with the Inter-Agency Task Force for Emerging Infectious Disease (IATF) Strategic Communications (StratCom) task group in responding to data requests from external stakeholders;4. Provide technical assistance on improving data quality of surveillance data;



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5. As needed, conduct relevant epidemiological analyses at the national and regional levels, with technical guidance from the supervisor, and
6. Perform relation functions as assigned by the supervisor from time to time.

**PLACE OF
ASSIGNMENT**

COVID-19 Surveillance and Quick Action Unit - Data Collection and Quality Management 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**
- 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*

EMAIL SUBJECT: SHPO_DCQMS_Surname, First Name MI