



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

13 July 2021

JOB HIRING

POSITION	Four (4) 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 using statistical packages for analyzing data sets e.g. Stata, R, Python, SQL2.Excellent organizational skills and communication skills with the ability to work with diverse stakeholders; and3.Ability to work in a team to meet deadlines.
DUTIES & RESPONSIBILITIES	<ol style="list-style-type: none">1. Leads the drafting of standard guideline, position papers, administrative orders, department orders, department memorandum, routine correspondences, communications, reports and relevant administrative issuances.2. Initiates the drafting of presentations and issuances that are deemed time critical;3. Formulates plans for sustainability, medium-term plans and for correlation with the regional epidemiology and surveillance units;4. Conduct desk review and policy relevant scans and research of documents;5. Conduct health policy and systems research relevant to COVID-19 response and surveillance;6. Coordinates with other section of the CSQAU and with divisions of EB to identify and address policy gaps; and7.Perform other relevant tasks as deemed necessary.



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**PLACE OF
ASSIGNMENT**

COVID-19 Surveillance and Quick Action Unit - Local Response and Support Section - Policy Planning Unit (PPU)

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_LRSS_Surname, First Name MI