



Republic of the Philippines
DEPARTMENT OF HEALTH
CENTER FOR HEALTH DEVELOPMENT
Cordillera Administrative Region



BGHMC Compound, Baguio City 2600
Tel. /Fax Nos. (074) 442-8097 to 98 TRUNK LINE #s: (074) 442-8096, 443-4858, 443-4859, 442-7591 www.caro.doh.gov.ph

NOTICE OF HIRING OF JOB CONTRACTORS
April 20-26, 2021

POSITION/WORK ASSIGNMENT	Compensation	Period of Deployment	MINIMUM QUALIFICATION STANDARDS			DUTIES AND RESPONSIBILITIES
			Education	Experience	Training	
(1) Information Officer II Work Assignment: Communications Management Unit, DOH-CHD CAR, Baguio City	P1,529.80/day	May 2021 – December 2021	Bachelor's degree in Mass Communication/Development Communication or any degree related to the job	1 year of relevant experience (preferably with experience and confidence in public speaking and knowledgeable in Adobe Photoshop Software)	4 hours of relevant training	<ol style="list-style-type: none">1. Updates official social media accounts of the agency;2. Assists in the preparation of the communication plans;3. Assists in the preparation of messages, speeches, interview guides, and feature write-ups;4. Assists in the preparation of content for information materials such as newsletter, flyers, and brochures;5. Assists in the preparation of content for infomercials and DOH program video clips;6. Assists in the production of information, education and communication (IEC) materials;7. Maintains media relations/partnerships of the agency;8. Assists in the preparation, disseminations and monitoring of news/press releases and feature articles;9. Assists in the coordination of press briefings/conferences and media coverage;10. Coordinates radio/TV guesting and interviews of officials; and11. Performs other related functions as may be assigned.



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			Education	Experience	Training	
(1) Technical Writer Work Assignment: Statistics Section, RESSU, DOH CHD CAR, Baguio City	P1,139.58/day	May 2021 – July 2021	Bachelor's degree graduate In Mass Communication or Development Communication <i>Other Requirements:</i> ✓ Very good in written and verbal communications ✓ Highly analytical and has great attention to detail ✓ Can work independently with minimal supervision ✓ Can work under pressure ✓ Knowledgeable in the use of graphic tools for creating diagrams and visualizations	Has experience in writing technical reports and/or annual reports	None required	1. Develop and write DOH-CHD-CAR 2020 Annual Report which includes accomplishment of the region in terms of the Universal Health Care and Fourmula One Plus (F1 Plus)

Documentary requirements:

- Application Letter with resume addressed to Director Ruby C. Constantino, MD, MPH, CESO IV
- Diploma and Transcript of Records
- Training Certificates
- Updated PRC license (if applicable)
- NBI Clearance

Application Period:

April 20, 2021 to April 26, 2021

For inquiries, contact the Human Resource Management and Development Section thru telephone number 442-8096 local 127/125



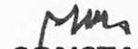

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- DOH-CHD-CAR accepts application regardless of gender, ethnicity, religion, political affiliation or disability provided they meet the qualification requirements of the vacant position, in adherence to the Equal Opportunity for Employment Principle.
- Please do not apply if not qualified (applicants with incomplete attachment will not be entertained).

Approved by:


RUBY C. CONSTANTINO, MD, MPH, CESO IV
Director IV 



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NOTICE OF HIRING OF JOB CONTRACTORS
April 20-30, 2021

POSITION/WORK ASSIGNMENT	Compensation	Period of Deployment	MINIMUM QUALIFICATION STANDARDS			DUTIES AND RESPONSIBILITIES
			Education	Experience	Eligibility Criteria	
(4) Regional Fellows Work Assignment: DOH-CHD CAR, Baguio City	Fixed monthly allowance of P30,000.00 chargeable to CHD (from sub-allotted funds by HPDPB)	up to December 31, 2020	College graduate, preferably of health-related courses	None required	✓ At least 20 years old ✓ Preferably residing in the region ✓ Excellent oral and written communication skills in English and Filipino, preferably with the ability to speak in different dialects of the region	1. Conducts at least one (1) health-related research; 2. Prepares technical outputs; 3. Assists in other health-related activities and researches.

Documentary requirements:

- Application Letter addressed to Director Ruby C. Constantino, MD, MPH, CESO IV
- Curriculum Vitae with sample research paper or technical report (published or unpublished)

Application Period:

April 20, 2021 to April 26, 2021

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Approved by:


RUBY C. CONSTANTINO, MD, MPH, CESO IV
Director 