



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

April 8, 2015

DEPARTMENT MEMORANDUM
NO. 2015- 0094

FOR : ALL DOH-REGIONAL DIRECTORS & ARMM SECRETARY OF HEALTH
SUBJECT : Hiring of NTP Data Officers for Regional NTP

As further assistance for timely, complete and accurate reporting of the National TB Control Program (NTP), the Philippine Business for Social Progress (PBSP) will be hiring NTP Data Officers as additional staff to the regional NTP team.

The hired NTP Data Officer will report to the Regional NTP Medical Coordinator and will be assigned per province and highly urbanized city of the region. However, the officer may be re-assigned by the Regional NTP Medical Coordinator, to assist other provinces or cities with high workload.

The tasks of the Data Officer are the following:

- ITIS point person
- Assist in completing all NTP reports primarily through the ITIS
- Support ITIS encoding at the DOTS facility level
- In charge of ITIS trouble shooting
- Update ITIS users, dispatch files & act as facilitator in ITIS training program
- Other tasks assigned by the Regional Medical NTP Coordinators

The officer must have a background in Health and Information Technology, skills in encoding and basic Microsoft Excel and preferably with residence in the province/city that the officer will be primarily assigned to. Engagement, for now, is up to end of 2015.

Resume of recommended applicants are to be submitted to Mr. Michael Angelo Arellano, PBSP-GF Project Officer, at (02)310-5658.

With this assistance, regions are expected to submit complete and accurate NTP quarterly reports through ITIS within the month of the reporting period (ie., July, October and January) and not a quarter later.

For your information and compliance.

By Authority of the Secretary of Health:

A handwritten signature in black ink, appearing to read "Vicente Y. Belizario, Jr.", is written over a horizontal line.

VICENTE Y. BELIZARIO, JR., MD, MTM&H
Undersecretary of Health
Office for Technical Services