



Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



October 24, 2023

**ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY**  
Acting Director II  
Civil Service Commission – Field Office  
Department of Health  
Sta. Cruz, Manila




Dear **Atty. Adongay**,

May we respectfully request your good office to publish the attached bulletin of vacant positions of this office.

Thank you.

Very truly yours,

  
**ESTELA E. JAVIER, MD, FPOGS, FPSMS**  
Officer-in Charge, Medical Center Chief II

SVV/CBV:epc

Republic of the Philippines  
**VALENZUELA CITY MEDICAL CENTER**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC F  
be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the VALENZUELA CITY MEDICAL CENTER in the  
CSC website:

ESTELA E. JAVIER, MD, FPOGS, FPSMS  
Officer-In-Charge, Medical Center Chief II  
Date: October 24, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV	OSEC-DOHB-ADOFA-30051-2014	15	36619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Finance Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below  
later than November 7, 2023.

1. **Letter of Intent or Application Letter;**
2. Completely filled out **Personal Data Sheet** (CS Form 212 Rev 2017);
3. **Credentials:** Photocopy of Authenticated/Certified True Copy of:

- Diploma
- Transcript of Records
- Certification of Completion of Residency Training, Diplomate or Fellow, if applicable

- Certificate of Training/Seminars Attended, if applicable

**Note: Authenticated/Certified True Copy must be presented upon submission of complete requirements**

**4. Eligibility:** Photocopy of Authenticated/Certified True Copy of:

- PRC License, Board Rating, and Board Certificate
- CSC Professional and/or Sub-professional
- Other related eligibility

**Note: Authenticated/Certified True Copy must be presented upon submission of complete requirements**

5. Original copy of latest NBI Clearance
6. Photocopy of Performance Rating in the last rating period, if applicable
7. Photocopy of Certificate of Employment with Actual Duties and Responsibilities, if applicable
8. Photocopy of Birth Certificate (PSA Copy)
9. Photocopy of Marriage Certificate (PSA Copy), if applicable

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

ESTELA E. JAVIER, MD, FPOGS, FPSMS
Officer-In-Charge, Medical Center Chief II
Thru: Christopher B. Villafria
Supervising Administrative Officer
Padrigal St., Karuhatan, Valenzuela City
<a href="mailto:valgen_hosp@yahoo.com/ymc_hrd@yahoo.com">valgen_hosp@yahoo.com/ymc_hrd@yahoo.com</a>

**NOTE:**

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**