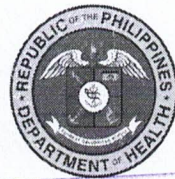




Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



December 29, 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

**“PHIC Accredited Healthcare Provider”**

**“Valenzuela Medical Center...Where your health matters most”**

• Padrigal St., Karuhatan, Valenzuela City 1441 • Trunk Line: 294-67-11 loc. 134; • Fax: 291-42-59

• URL: <http://vmc.doh.gov.ph> • Email: [valgen\\_hosp@yahoo.com](mailto:valgen_hosp@yahoo.com)

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

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 following manner:

CSC website:

**ESTELA E. JAVIER, MD, FPOGS, FPSMS**  
Officer-in-Charge, Medical Center Chief II  
Date: December 29, 2023



Electronic copy to be submitted to the CSC.  
must be in MS Excel format - NC

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Nutritionist-Dietitian V	OSEC-DOHB-ND5-30101-2014	22	71511	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	16 hours of relevant training	3 years of relevant experience	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication	Allied Health Professional Service
2	Supervising Administrative Officer	OSEC-DOHB-SADOF-30035-2014	22	71511	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Allied Health Professional Service
3	Dentist III	OSEC-DOHB-DENT3-30003-1998	20	57347	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant training	RA 1080		Medical Service



4	Nurse II	OSEC-DOHB- NURRS2-30235- 2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication	Nursing Division
5	Nurse II	OSEC-DOHB- NURRS2-30013- 2023	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
6	Nurse II	OSEC-DOHB- NURRS2-30014- 2023	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
7	Nurse II	OSEC-DOHB- NURRS2-30240- 2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
8	Nutritionist- Dietitian II	OSEC-DOHB- ND2-30003- 1998	15	36619	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080		Allied Health Professional Serv
9	Training Specialist II	OSEC-DOHB- TRNSP2- 30015-2023	15	36619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Professional Education, Training and Research Un
10	Accountant I	OSEC-DOHB- A1-30002- 1998	12	29165	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080		Finance Division





18	Medical Technologist I	OSEC-DOHB-MDTK1-30022-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required	None required	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication	Medical Service
19	Medical Technologist I	OSEC-DOHB-MDTK1-30023-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required	None required	RA 1080		Medical Service
20	Medical Technologist I	OSEC-DOHB-MDTK1-30109-2014	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required	None required	RA 1080		Medical Service
21	Pharmacist I	OSEC-DOHB-PH1-30024-2023	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080		Allied Health Professional Service
22	Pharmacist I	OSEC-DOHB-PH1-30025-2023	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080		Allied Health Professional Service
23	Pharmacist I	OSEC-DOHB-PH1-30026-2023	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080		Allied Health Professional Service
24	Pharmacist I	OSEC-DOHB-PH1-30027-2023	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080		Allied Health Professional Service

25	Administrative Officer I	OSEC-DOHB-ADOF-1-30028-2023	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication	Finance Division
26	Administrative Assistant III	OSEC-DOHB-ADAS3-30002-2023	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility		Finance Division
27	Administrative Assistant III	OSEC-DOHB-ADAS3-30003-2023	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility		Finance Division
28	Medical Equipment Technician II	OSEC-DOHB-MEQT2-30016-2022	8	19744	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 10, s. 2013 - Cat II)		Hospital Operatio and Patient Supp Division
29	Medical Equipment Technician II	OSEC-DOHB-MEQT2-30004-2023	8	19744	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 10, s. 2013 - Cat II)		Hospital Operatio and Patient Supp Division
30	Medical Equipment Technician II	OSEC-DOHB-MEQT2-30005-2023	8	19744	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 10, s. 2013 - Cat II)		Hospital Operatic and Patient Supp Division
31	Ward Assistant	OSEC-DOHB-WARDA-30006-2023	7	18620	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility		Nursing Division



32	Ward Assistant	OSEC-DOHB- WARDA- 30007-2023	7	18620	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Nursing Division
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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 **January 15, 2024**.

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  
[valgen\\_hosp@yahoo.com/vmc\\_hrd@yahoo.com](mailto:valgen_hosp@yahoo.com/vmc_hrd@yahoo.com)

**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.**