



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



November 16, 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”

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- 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

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 CSC website:

ESTELA E. JAVIER, MD, FPOGS, FPSMS

Officer-In-Charge, Medical Center Chief II

Date: November 16, 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	
1	ATTORNEY IV- PART TIME	OSEC-DOHB- ATYPT4-30002- 2018	23	40001.5	Bachelor of Bachelor's Degree in Occupational Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Office of the Medical Center Chief II
2	OCCUPATIONAL THERAPIST III	OSEC-DOHB-OT3- 30003-2014	18	46725	Bachelor's Degree in Occupational Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication
3	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2- 30004-2014	15	36619	Bachelor's Degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Medical Service
4	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2- 30001-2021	15	36619	Bachelor's Degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Medical Service

	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2-30045-2022	15	36619	Bachelor's Degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Medical Service
5		OSEC-DOHB-PSY2-30033-2015	15	36619	Master's Degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs*	1 year of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)	Medical Service
6	PSYCHOLOGIST II	OSEC-DOHB-STH2-30001-2014	14	33834	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (professional)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources
7	SPEECH THERAPIST II	OSEC-DOHB-STH-30051-2015	14	33834	Bachelor's Degree relevant to the job	4 hours of relevant training	1 years of relevant experience	Career Service (professional)	6. Self Development 7. Attention to communication
8	SPEECH THERAPIST II	OSEC-DOHB-OT1-30038-2015	11	27000	Bachelor's Degree in Occupational Therapy	none required	none required	RA 1080	Medical Service
9	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-30039-2015	11	27000	Bachelor's Degree in Occupational Therapy	none required	none required	RA 1080	Medical Service
10	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-30040-2015	11	27000	Bachelor's Degree in Occupational Therapy	none required	none required	RA 1080	Medical Service
11	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-30040-2015	11	27000	Bachelor's Degree in Occupational Therapy	none required	none required	RA 1080	Medical Service

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 30, 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:

<u>ESTELLA E. JAVIER, MD, FPOGS, FPSMS</u>
<u>Officer-In-Charge, Medical Center Chief II</u>
<u>Thru: Christopher B. Villafria</u>
<u>Supervising Administrative Officer</u>

Padrigal St., Karuhatan, Valenzuela City
valgen hosp@yahoo.com/mmc 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.