

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:

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

Date: March 06, 2024

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 II	OSEC-DOHB-ADOF2-30022-2022	11	27000	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity	Billing and Claims Section
2	Administrative Assistant II	OSEC-DOHB-ADAS2-30014-2020	8	19744	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility	3. Quality Service 4. Teamwork	Human Resource Management Office
3	Administrative Assistant I	OSEC-DOHB-ADAS1-30004-2022	7	18620	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility	5. Stewardship of Resources	Materials Management Section
4	Administrative Assistant I	OSEC-DOHB-ADAS1-30028-2020	7	18620	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility	6. Self Development 7. Attention to Communication	Quality Management System

5	Administrative Assistant I	OSEC-DOHB-ADAS1-30063-2014	7	18620	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service  4. Teamwork 5. Stewardship of Resources  6. Self Development 7. Attention to Communication	Health Information Management Department
6	Administrative Assistant I	OSEC-DOHB-ADAS1-30136-2015	7	18620	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Department of Pediatrics
7	Administrative Assistant I	OSEC-DOHB-ADAS1-30138-2015	7	18620	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Public Health Unit
8	Administrative Assistant I	OSEC-DOHB-ADAS1-30139-2015	7	18620	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Department of Anesthesiology

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 March 21, 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. Villafría

Supervising Administrative Officer

Padrigal St., Karuhatan, Valenzuela City

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.**