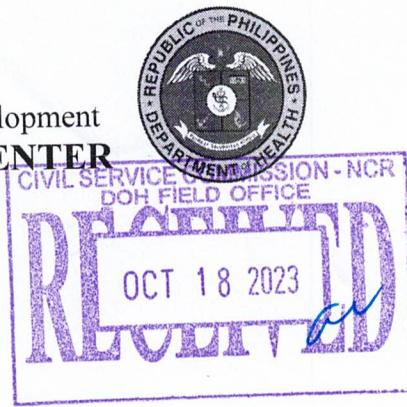




Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



October 18, 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

SVW/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

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

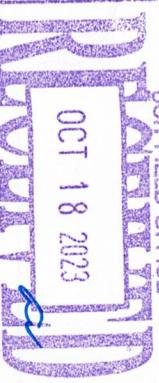
To: CIVIL SERVICE COMMISSION (CSC)

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: OCT 18 2023
October 18, 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	Administrative Officer IV	OSEC-DOHB-ADOF4-30133-2015	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	Finance Division Allied Health Professional Sector
2	Administrative Aide IV	OSEC-DOHB-ADA4-30145-2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	
3	Administrative Aide IV	OSEC-DOHB-ADA4-30146-2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility Allied Health Professional Sector	Allied Health Professional Sector

4	Administrative Aide IV	OSEC-DOHB-ADA4-30147- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
5	Administrative Aide IV	OSEC-DOHB-ADA4-30148- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
6	Administrative Aide IV	OSEC-DOHB-ADA4-30149- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
7	Administrative Aide IV	OSEC-DOHB-ADA4-30150- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
8	Administrative Aide IV	OSEC-DOHB-ADA4-30151- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
9	Administrative Aide IV	OSEC-DOHB-ADA4-30186- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility
							Allied Health Professional Services
							Medical Services
							Medical Services
							Hospital Operations and Patient Support Division

10	Administrative Aide IV	OSEC-DOHB-ADA4-30188- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility None required
11	Administrative Aide IV	OSEC-DOHB-ADA4-30152- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility None required
12	Administrative Aide IV	OSEC-DOHB-ADA4-30153- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility None required
13	Administrative Aide IV	OSEC-DOHB-ADA4-30155- 2004	4	15586	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course None required	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First Level Eligibility None required

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 3, 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
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.