



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



April 30, 2025

NOEL V. SALUMBIDES

Director II
 Civil Service Commission – Field Office
 Department of Health
 Sta. Cruz, Manila



Dear **Director Salumbides**,

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

Thank you.

Very truly yours,

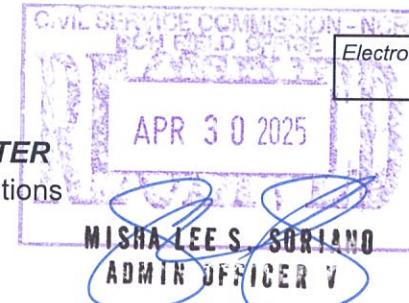
EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS
 Officer-in Charge, Medical Center Chief II

SVV/CBV:zkd

“PHIC Accredited Healthcare Provider”
“Valenzuela Medical Center...Where your health matters most”



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 Director's Office Direct Line: 8291-4259
 Email Address: valgen_hosp@yahoo.com
 Website: <https://vmc.doh.gov.ph/>



Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

E. C.
EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS
Officer-in Charge, Medical Center Chief II

Date: April 30, 2025

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	Accountant III	OSEC-DOHB-A3-30030-2014	19	56390	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)		Accounting Section
2	Administrative Assistant III	OSEC-DOHB-ADAS3-30020-2022	9	23226	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 (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	Finance Service
3	Administrative Assistant II	OSEC-DOHB-ADAS2-30055-2014	8	21448	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 (Subprofessional) / First Level Eligibility		Finance Service

4	Administrative Assistant I	OSEC-DOHB-ADAS1-30031-2020	7	20110	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 (Subprofessional) / First Level Eligibility		Finance Service
5	Administrative Assistant I	OSEC-DOHB-ADAS1-30133-2015	7	20110	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 (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	Emergency Department
6	Medical Officer III	OSEC-DOHB-MDOF3-30178-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
7	Medical Officer III	OSEC-DOHB-MDOF3-30179-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
8	Medical Officer III	OSEC-DOHB-MDOF3-30180-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service

9	Medical Officer III	OSEC-DOHB-MDOF3-30181-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
10	Medical Officer III	OSEC-DOHB-MDOF3-30182-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
11	Medical Officer III	OSEC-DOHB-MDOF3-30183-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
12	Medical Officer III	OSEC-DOHB-MDOF3-30184-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
13	Medical Officer III	OSEC-DOHB-MDOF3-30185-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service

14	Medical Officer III	OSEC-DOHB-MDOF3-30186-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
15	Medical Officer III	OSEC-DOHB-MDOF3-30187-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
16	Medical Officer III	OSEC-DOHB-MDOF3-30188-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
17	Medical Officer III	OSEC-DOHB-MDOF3-30189-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
18	Medical Officer III	OSEC-DOHB-MDOF3-30190-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service

19	Medical Officer III	OSEC-DOHB-MDOF3-30191-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
20	Medical Officer III	OSEC-DOHB-MDOF3-30192-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
21	Medical Officer III	OSEC-DOHB-MDOF3-30193-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
22	Medical Officer III	OSEC-DOHB-MDOF3-30194-2020	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
23	Medical Officer III	OSEC-DOHB-MDOF3-30036-2022	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service

24	Medical Officer III	OSEC-DOHB-MDOF3-30037-2022	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)	<ul style="list-style-type: none"> 1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication 	Medical Service
25	Medical Officer III	OSEC-DOHB-MDOF3-30038-2022	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
26	Medical Officer III	OSEC-DOHB-MDOF3-30044-2015	21	70013	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
27	Medical Officer IV	OSEC-DOHB-MDOF4-30041-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
28	Medical Officer IV	OSEC-DOHB-MDOF4-30046-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service

29	Medical Officer IV	OSEC-DOHB-MDOF4-30084-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
30	Medical Officer IV	OSEC-DOHB-MDOF4-30059-2014	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
31	Medical Officer IV	OSEC-DOHB-MDOF4-30175-2020	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
32	Medical Officer IV	OSEC-DOHB-MDOF4-30039-2022	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
33	Medical Officer IV	OSEC-DOHB-MDOF4-30087-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service

34	Medical Officer IV	OSEC-DOHB-MDOF4-30192-2020	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Medical Service
35	Medical Officer IV	OSEC-DOHB-MDOF4-30086-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Medical Service
36	Medical Officer IV	OSEC-DOHB-MDOF4-30083-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Department of Pediatrics 1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication
37	Medical Officer IV	OSEC-DOHB-MDOF4-30085-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Department of Pediatrics
38	Medical Specialist III - Part Time	OSEC-DOHB-MDSPT3-30050-2022	24	49092.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	8 hours of relevant training	3 years of progressively responsible experience as Medical Specialist II or other related experience	RA 1080 (Physician)	Department of Surgery

39	Medical Specialist II - Part Time	OSEC-DOHB-MDSPT2-30046-2014	23	43657.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)	Department of Internal Medicine
40	Medical Specialist II - Part Time	OSEC-DOHB-MDSPT2-30022-2015	23	43657.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)	Department of Ophthalmology
41	Medical Specialist II - Part Time	OSEC-DOHB-MDSPT2-30002-2016	23	43657.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)	Medical Service
42	Pharmacist IV	OSEC-DOHB-PH4-30036-2015	20	62967	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pharmacy Department
43	Psychologist II	OSEC-DOHB-PSY2-30033-2015	18	51304	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)	Out Patient Department

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 May 16, 2025.

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 eligibility to be used:

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

Note: Applicant may submit proof of eligibility which can be done through CSEVS, PRC LERIS or the SC Lawyer's List

5. Photocopy 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:

EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS

Officer-in Charge, Medical Center Chief II

Thru: Christopher B. Villafria

Supervising Administrative Officer

Padrigal St., Karuhatan, Valenzuela City

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.