



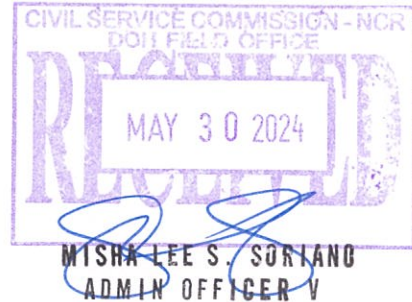
Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



May 30, 2024

ATTY. VLADEMIR E. VILLACORTA

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



Dear **Atty. Villacorta**,

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:zkd

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



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Website: <https://vmc.doh.gov.ph/>

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:

ESTELAE JAVIER, MD, FPOGS, FPSMS

Officer-in-Charge, Medical Center Chief IL

Date: May 30, 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	MEDICAL SPECIALIST III	OSEC-DOHB-MDSP3-30005-1998	24	90078	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)	Medical Service
2	MEDICAL SPECIALIST III - PART TIME	OSEC-DOHB-MDSP3-30003-1998	24	45039	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)	Medical Service
3	MEDICAL SPECIALIST II - PART TIME	OSEC-DOHB-MDSP2-30044-2014	23	40001.5	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
4	MEDICAL SPECIALIST II - PART TIME	OSEC-DOHB-MDSP2-30025-2015	23	40001.5	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
5	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30034-2013	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	Department of Radiology

6	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30085- 2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	1. Organizational Commitment	Department of Radiology
7	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30044- 2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Ophthalmology Section
8	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30084- 2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
9	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30175- 2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
10	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30041- 2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	3. Quality Service	Medical Service
11	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30086- 2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
12	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30148- 2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	5. Stewardship of Resources	Department of Family and Community Medicine
13	MEDICAL OFFICER IV	OSEC-DOHB- MDOF4-30163- 2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Department of Family and Community Medicine
14	MEDICAL OFFICER III	OSEC-DOHB- MDOF3-30172- 2020	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)	7. Attention to Communication	Medical Service
15	MEDICAL OFFICER III	OSEC-DOHB- MDOF3-30008- 1998	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service

16	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30044-2015	21	63997	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
17	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30038-2015	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
18	STATISTICIAN III	OSEC-DOHB-STAT3-30023-2015	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Health Information Management Department
19	NURSE II	OSEC-DOHB-NURS2-30250-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
20	NURSE II	OSEC-DOHB-NURS2-30269-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
21	NURSE I	OSEC-DOHB-NUR1-30003-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
22	NURSE I	OSEC-DOHB-NUR1-30108-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
23	NURSE I	OSEC-DOHB-NUR1-30009-1998	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
24	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-30034-2015	15	36619	Bachelor's degree in Physical Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080		Physical Medicine and Rehabilitation
25	ADMINISTRATIVE OFFICER II	OSEC-DOHB-ADO2-30020-2015	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Billing and Claims Section

26	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-30047-2015	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	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	Department of Pathology and Laboratory
27	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-30109-2020	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080		Department of Pathology and Laboratory
28	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-30035-2022	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080		Department of Pathology and Laboratory
29	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-30153-2015	9	21129	Completion of two-year studies in college or Highschool 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		Billing and Claims Section
30	SOCIAL WELFARE ASSISTANT	OSEC-DOHB-SOCWAS-30080-2020	8	19744	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Medical Social Work Service
31	WARD ASSISTANT	OSEC-DOHB-WARDA-30007-2023	7	18620	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Nursing Service
32	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-30044-2015	6	17553	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)		Engineering & Facilities Management Section
33	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-30064-2014	6	17553	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)	Engineering & Facilities Management Section	
34	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-30019-2020	6	17553	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)	Engineering & Facilities Management Section	

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 June 14, 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/ymc_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.