



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



December 11, 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”**

• 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](mailto:valgen_hosp@yahoo.com)

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

DEC 11 2023

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 website:

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

Date: December 11, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	<b>Monthly Salary</b>	Qualification Standards				Place of Assign (if applicable)
					Education	Training	Experience	Eligibility	
1	Health Education and Promotion Officer II	OSEC-DOHB-HEPO2-30004-1998	14	33843	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication Public Health Unit

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 December 26, 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.**