



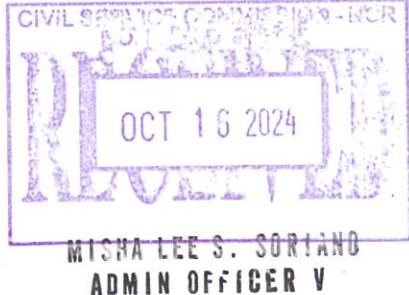
Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



October 16, 2024

ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY

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



Dear **Atty. Acorda-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:zkd

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



Address: Padrigal St., Karuhatan, Valenzuela City, 1441
Telephone Nos: 8294-6711 to 17
Director's Office Direct Line: 8291-4259
Email Address: valgen_hosp@yahoo.com
Website: <https://vmc.doh.gov.ph/>

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:

VALENZUELA CITY MEDICAL CENTER
Request for Publication of Vacant Positions

OCT 16 2024

MICHAEL S. SORiano
ADMIN OFFICER

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	Health Physicist III	OSEC-DOHB-HPHY3-30047-2015	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Department of Radiology
2	Occupational Therapist III	OSEC-DOHB-OT3-30003-2014	18	49015	Bachelor's degree in Occupational Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080	1. Organizational Commitment 2. Integrity
3	Nurse II	OSEC-DOHB-NURS2-30246-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	3. Quality Service 4. Teamwork
4	Nurse II	OSEC-DOHB-NURS2-30263-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	5. Stewardship of Resources
5	Nurse II	OSEC-DOHB-NURS2-30267-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	6. Self Development 7. Attention to Communication

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

6	Nurse II	OSEC-DOHB-NURS2-30268-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080
7	Nurse II	OSEC-DOHB-NURS2-30280-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080
8	Nurse I	OSEC-DOHB-NUR1-30005-1998	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
9	Nurse I	OSEC-DOHB-NUR1-30043-2013	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
10	Nurse I	OSEC-DOHB-NUR1-30048-2013	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
11	Nurse I	OSEC-DOHB-NUR1-30006-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
12	Nurse I	OSEC-DOHB-NUR1-30007-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
13	Nurse I	OSEC-DOHB-NUR1-30022-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
14	Nurse I	OSEC-DOHB-NUR1-30101-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080
15	Nurse I	OSEC-DOHB-NUR1-30111-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080

16	Statistician II	OSEC-DOHB-STAT2-30011-2000	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience
17	Occupational Therapist II	OSEC-DOHB-OT2-30004-2014	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
18	Occupational Therapist II	OSEC-DOHB-OT2-30001-2021	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience
19	Occupational Therapist II	OSEC-DOHB-OT2-30045-2022	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience
20	Psychologist II	OSEC-DOHB-PSY2-30033-2015	15	38413	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	RA 1080 1. Organizational Commitment 2. Integrity
21	Speech Therapist II	OSEC-DOHB-STH2-30001-2014	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience
22	Speech Therapist II	OSEC-DOHB-STH2-30051-2015	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	Career Service (Professional) Second Level Eligibility 4. Teamwork
23	Radiologic Technologist I	OSEC-DOHB-RT1-30013-2013	11	28512	Bachelor of Science in Radiologic Technology	None Required	RA 1080 (Radiologic Technologist) 5. Stewardship of Resources
24	Occupational Therapist I	OSEC-DOHB-OT1-30038-2015	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required RA 1080 6. Self Development
25	Occupational Therapist I	OSEC-DOHB-OT1-30039-2015	11	28512	Bachelor's degree in Occupational Therapy	None Required	7. Attention to Communication Department of Radiology Physical Medicine and Rehabilitation Physical Medicine and Rehabilitation

26	Occupational Therapist I	OSEC-DOHB-OT1-30040-2015	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required RA 1080
27	Occupational Therapist I	OSEC-DOHB-OT1-30038-2022	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required RA 1080
28	Midwife II	OSEC-DOHB-MDWF2-30052-2013	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience RA 1080
29	Midwife II	OSEC-DOHB-MDWF2-30046-2015	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience RA 1080
30	Midwife II	OSEC-DOHB-MDWF2-30039-2022	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience RA 1080
31	Midwife II	OSEC-DOHB-MDWF2-30040-2022	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience RA 1080
32	Midwife II	OSEC-DOHB-MDWF2-30043-2020	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience RA 1080
33	Midwife II	OSEC-DOHB-MDWF2-30044-2020	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience RA 1080
34	Administrative Officer I	OSEC-DOHB-ADOF1-30025-2015	10	24381	Bachelor's degree relevant to the job	None Required	Career Service (Professional) Second Level Eligibility
35	Administrative Officer I	OSEC-DOHB-ADOF1-30007-2020	10	24381	Bachelor's degree relevant to the job	None Required	Career Service (Professional) Second Level Eligibility

36	Administrative Assistant II	OSEC-DOHB-ADAS2-30056-2014	8	20534	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	Quality Management System
37	Administrative Assistant II	OSEC-DOHB-ADAS2-30152-2015	8	20534	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	Quality Management System
38	Administrative Assistant II	OSEC-DOHB-ADAS2-30018-2020	8	20534	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	Quality Management System
39	Administrative Assistant II	OSEC-DOHB-ADAS2-30019-2020	8	20534	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	3. Quality Service	Pharmacy Service
40	Administrative Assistant I	OSEC-DOHB-ADAS1-30111-2015	7	19365	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	4. Teamwork	Pharmacy Service
41	Administrative Equipment Technician I	OSEC-DOHB-MEQT1-30028-2020	7	19365	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	5. Stewardship of Resources	Department of Pathology and Laboratory
42	Medical Equipment Technician I	OSEC-DOHB-MEQT1-30019-2020	6	18255	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)	6. Self Development	Procurement Section
43	Administrative Aide V (Mason II)	OSEC-DOHB-ADA5-30072-2004	5	17205	Elementary School Graduate	None Required	None Required	None required (MC.10, s. 2013 - Cat. III)	7. Attention to Communication	Engineering & Facilities Management Section
44	Administrative Aide V (Mason II)	OSEC-DOHB-ADA5-30073-2004	5	17205	Elementary School Graduate	None Required	None Required	None required (MC.10, s. 2013 - Cat. III)	Engineering & Facilities Management Section	Engineering & Facilities Management

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 October 29, 2024.

1. Letter of Intent or Application Letter;
2. Completely filled out Personal Data Sheet (CS Form 2112 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

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:

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

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.