



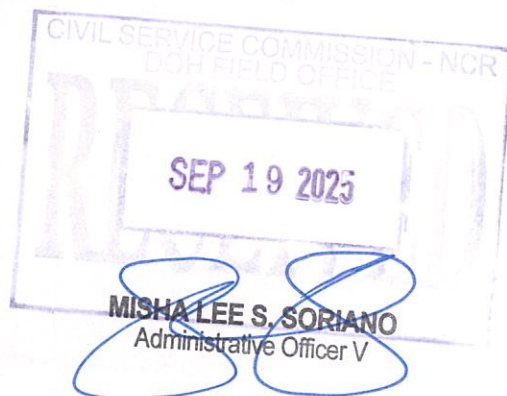
Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



September 19, 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/ppmcb

**“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/>

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

CIVIL SERVICE COMMISSION - NCR  
SEP 19 2025  
MISHA LEE S. SORIANO  
Administrative Officer V

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the VALENZUELA CITY MEDICAL CENTER:

**CHRISTOPHER B. VILLAFRIA**  
HRMO

Date: September 19, 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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-30006-2025	4	16,833.00	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources	Nutrition and Dietetics Department
2	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-30007-2025	4	16,833.00	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)	6. Self Development 7. Attention to Communication	Nutrition and Dietetics Department

3	Administrative Assistant III	OSEC-DOHB- ADAS3-30004- 2025	9	23,226.00	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II)</p>	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 Career Service (Subprofessional) / First Level Eligibility	<p>1. Organizational Commitment</p> <p>2. Integrity</p> <p>3. Quality Service</p> <p>4. Teamwork</p> <p>5. Stewardship of Resources</p> <p>6. Self Development</p> <p>7. Attention to Communication</p>	Billing and Claims Section
4	Administrative Assistant III	OSEC-DOHB- ADAS3-30005- 2025	9	23,226.00	<p>Completion of 2 years of studies in college (prior to 2018),</p> <p>OR</p> <p>High school graduate with relevant vocational/trade course (prior to 2018),</p> <p>OR</p> <p>Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track,</p> <p>OR</p> <p>Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II)</p>	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 Career Service (Subprofessional) / First Level Eligibility		Billing and Claims Section
5	Cook II	OSEC-DOHB- COK2-30018- 2025	5	17,866.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)		Nutrition and Dietetics Department

6	Cook II	OSEC-DOHB-COK2-30019-2025	5	17,866.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Nutrition and Dietetics Department
7	Cook II	OSEC-DOHB-COK2-30020-2025	5	17,866.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)		Nutrition and Dietetics Department
8	Cook II	OSEC-DOHB-COK2-30021-2025	5	17,866.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)		Nutrition and Dietetics Department
9	Medical Technologist I	OSEC-DOHB-MDTK1-30009-2025	11	30,024.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080		Department of Pathology and Laboratory
10	Medical Technologist I	OSEC-DOHB-MDTK1-30010-2025	11	30,024.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080		Department of Pathology and Laboratory
11	Medical Technologist II	OSEC-DOHB-MDTK2-30001-2025	15	40,208.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Department of Pathology and Laboratory
12	Medical Technologist II	OSEC-DOHB-MDTK2-30002-2025	15	40,208.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Department of Pathology and Laboratory

13	Medical Technologist II	OSEC-DOHB-MDTK2-30003-2025	15	40,208.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year 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
14	Medical Technologist II	OSEC-DOHB-MDTK2-30004-2025	15	40,208.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Department of Pathology and Laboratory
15	Nursing Attendant II	OSEC-DOHB-NATT2-30016-2025	6	18,957.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)		Nursing Service
16	Nursing Attendant II	OSEC-DOHB-NATT2-30017-2025	6	18,957.00	Elementary School Graduate	None required	None required	None Required (MC 11 s. 96 - Cat. III)		Nursing Service
17	Social Welfare Officer I	OSEC-DOHB-SOCWO1-30008-2025	11	30,024.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Medical Social Work Department

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than September 30, 2025

**1. Letter of Intent or Application Letter;**

**2. Completely filled out Personal Data Sheet** (CS Form 212 Revised 2025; with recent passport-sized or unfiltered digital picture; digitally signed or electronically signed) and **Work Experience Sheet** (W.E.S to be accomplished only if applicable);

**3. Credentials:** Photocopy of Authenticated/Certified True Copy of:

- Diploma
- Transcript of Records
- Certification of Completion of Residency Training, Diplomate or Fellow, if applicable (For Physicians)
- Certificate of Training/Seminars Attended, if applicable (Photocopy only)

**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** for position/s requiring work experience)

8. Photocopy of **Birth Certificate** (PSA Copy)

9. Photocopy of **Marriage Certificate** (PSA Copy), if applicable

*This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.*

*This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).*

**QUALIFIED APPLICANTS** are advised to **hand in or send through courier** their application to the head of office/ human resource management office/records office, as the case may be:

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

Officer-In-Charge, Medical Center Chief II

Padrigal St. Karuhatan, Valenzuela City

8-2816640 / vmc\_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.