



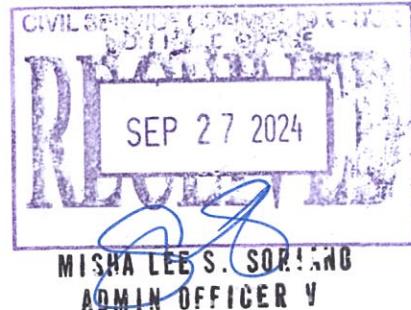
Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



September 27, 2024

ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY

Acting 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,

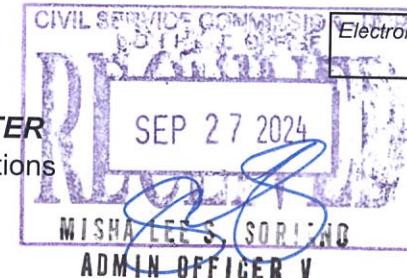

ESTELA E. JAVIER, MD, FPOGS, FPSMS
Officer-in Charge, Medical Center Chief II

SVW/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://vme.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:

ESTELA E. JAVIER, MD, FPOGS, FPSMS

Officer-in Charge, Medical Center Chief II

Date: September 27, 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	CHIEF HEALTH PROGRAM OFFICER	OSEC-DOHB- CHPO-30001- 2024	24	94132	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity	Allied Health Professional Service
2	CHIEF ADMINISTRATIVE OFFICER	OSEC-DOHB- CADOF-30002- 2024	24	94132	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) / Second Level Eligibility	3. Quality Service 4. Teamwork	Finance Service
3	SUPERVISING HEALTH PROGRAM OFFICER	OSEC-DOHB- SVHPO-30003- 2024	22	74836	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	5. Stewardship of Resources	Integrated Management Information System Section
4	INFORMATION SYSTEMS ANALYST III	OSEC-DOHB- INFOSA3-30004- 2024	19	53873	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	6. Self Development 7. Attention to Communication	Integrated Management Information System Section

5	SENIOR HEALTH PROGRAM OFFICER	OSEC-DOHB-SRHPO-30014-2024	18	49015	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork	Health Emergency and Disaster Management Unit
6	SOCIAL WELFARE OFFICER III	OSEC-DOHB-SOCWO3-30002-2024	18	49015	Bachelor's Degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)		Medical Social Work Service
7	ADMINISTRATIVE OFFICER V	OSEC-DOHB-ADOF5-30005-2024	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Human Resource Management Office
8	ADMINISTRATIVE OFFICER V	OSEC-DOHB-ADOF5-30006-2024	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility		Billing and Claims Section
9	ADMINISTRATIVE OFFICER IV	OSEC-DOHB-ADOF4-30007-2024	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	5. Stewardship of Resources 6. Self Development	Office of the Medical Center Chief II
10	PLANNING OFFICER I	OSEC-DOHB-PLO1-30008-2024	11	28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Planning Management Unit
11	PHARMACIST I	OSEC-DOHB-PH1-30003-2024	11	28512	Bachelor's Degree in Pharmacy	None Required	None Required	RA 1080	7. Attention to Communication	Pharmacy Service
12	PHARMACIST I	OSEC-DOHB-PH1-30004-2024	11	28512	Bachelor's Degree in Pharmacy	None Required	None Required	RA 1080		Pharmacy Service
13	SOCIAL WELFARE OFFICER I	OSEC-DOHB-SOCWO1-30004-2024	11	28512	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 (Social Worker)		Medical Social Work Service
14	SOCIAL WELFARE OFFICER I	OSEC-DOHB-SOCWO1-30005-2024	11	28512	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 (Social Worker)		Medical Social Work Service

15	PHYSICAL THERAPIST I	OSEC-DOHB-PHT1-30005-2024	11	28512	Bachelor's Degree in Physical Therapy	None Required	None Required	RA 1080	Physical Medicine and Rehabilitation
16	RESPIRATORY THERAPIST I	OSEC-DOHB-RSTH1-30006-2024	10	24381	Bachelor of Science in Respiratory Therapy	None Required	None Required	RA 1080 (Respiratory Therapist)	Pulmonary Unit
17	LEGAL ASSISTANT	OSEC-DOHB-LEA1-30013-2024	10	24381	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None Required	None Required	Career Service (Professional) / Second Level Eligibility	Legal Unit - Office of the Medical Center Chief II
18	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-30009-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity
19	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-30010-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	3. Quality Service
20	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-30011-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	4. Teamwork
21	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-30012-2024	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility	5. Stewardship of Resources
22	WARD ASSISTANT	OSEC-DOHB-WARDA-30007-2024	7	19365	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	6. Self Development
23	WARD ASSISTANT	OSEC-DOHB-WARDA-30008-2024	7	19365	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	7. Attention to Communication
24	WARD ASSISTANT	OSEC-DOHB-WARDA-30009-2024	7	19365	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	Nursing Service

25	WARD ASSISTANT	OSEC-DOHB-WARDA-30010-2024	7	19365	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	Nursing Service
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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 9, 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 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

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.