



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



March 1, 2024



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

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 filed, at the VALENZUELA CITY MEDICAL CENTER in the
CSC website:



ESTELA E. JAVIER, MD, FPOGS, FPSMS
Officer-in Charge, Medical Center Chief II
Date: March 01, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Officer IV	OSEC-DOHB-SOCWO4-30007-2013	22	71511	Bachelor's degree in Social Work	Three (3) years of relevant experience	Sixteen (16) hours of relevant training	RA 1080 (Social Worker)	1. Organizational Commitment 2. Integrity	Medical Social Service
2	Nurse III	OSEC-DOHB-NURRS3-30071-2015	17	43030	Bachelor of Science in Nursing	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	3. Quality Service 4. Teamwork	Nursing Division
3	Nurse II	OSEC-DOHB-NURRS2-30258-2021	16	39672	Bachelor of Science in Nursing	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	5. Stewardship of Resources	Nursing Division
4	Nurse II	OSEC-DOHB-NURRS2-30277-2021	16	39672	Bachelor of Science in Nursing	One (1) year of relevant experience	Four (4) hours of relevant training	RA 1080	6. Self Development 7. Attention to Communication	Nursing Division
5	Nurse I	OSEC-DOHB-NUR1-30019-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division

6	Physical Therapist I	OSEC-DOHB-PHT1-30036-2015	11	27000	Bachelor's Degree in Physical Therapy	None Required	None Required	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Physical Medicine Rehabilitation
7	Respiratory Therapist I	OSEC-DOHB-RSTH1-30029-2015	10	23176	Bachelor of Science in Respiratory Therapy	None Required	None Required	RA 1080 (Respiratory Therapist)		Pulmonary Un

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 March 15, 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.