



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



BAGONG PILIPINAS

August 08, 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

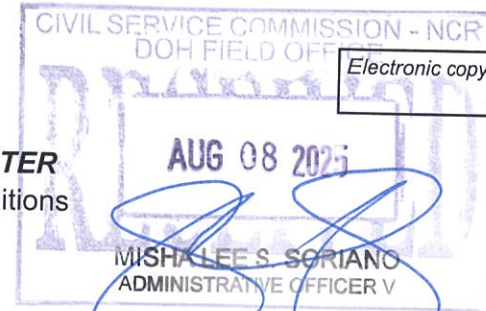
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"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center...Where your health matters most"



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



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 of the following vacant positions, which are authorized to be filled, at the VALENZUELA CITY MEDICAL CENTER in the CSC website:

EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS
Officer-in Charge, Medical Center Chief II

Date: August 08, 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 (if applicable)	
1	Administrative Aide VI (Chauffeur II)	OSEC-DOHB-ADA6-30079-2004	6	18,957.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC. 10, s. 2013-Cat. IV)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Engineering and Facilities Management Section
2	Administrative Assistant II	OSEC-DOHB-ADAS2-30014-2020	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 Career Service (Subprofessional) / First Level Eligibility		Human Resource Management Section

3	Administrative Assistant III	OSEC-DOHB-ADAS3-30075-2004	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) (starting 2018)</p>	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 Career Service (Subprofessional) / First Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Human Resource Management Section
4	Administrative Officer I	OSEC-DOHB-ADOF1-30009-2020	10	30,024.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Chief of Medical Professional Staff II
5	Health Physicist III	OSEC-DOHB-HPHY3-30047-2015	22	78,162.00	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
6	Medical Officer III	OSEC-DOHB-MDOF3-30081-2014	21	70,013.00	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Medical Service
7	Medical Officer III	OSEC-DOHB-NURS2-30295-2021	21	70,013.00	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Medical Service
8	Nurse I	OSEC-DOHB-NUR1-30094-2014	15	40,208.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service	Nursing Service

9	Nurse I	OSEC-DOHB-NUR1-30095-2020	15	40,208.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Nursing Service
10	Nurse I	OSEC-DOHB-NUR1-30110-2020	15	40,208.00	Bachelor of Science in Nursing	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	Nursing Service
11	Nurse II	OSEC-DOHB-NURS2-30236-2021	16	43,560.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
12	Nurse II	OSEC-DOHB-NURS2-30286-2021	16	43,560.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
13	Social Welfare Assistant	OSEC-DOHB-SOCWAS-30032-2022	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Medical Social Work Department

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 August 20, 2025.

1. **Letter of Intent or Application Letter;**
2. Completely filled out **Personal Data Sheet** (CS Form 212 Rev 2017) 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

QUALIFIED APPLICANTS are advised to **hand in or send through courier** their application to:

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

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.