



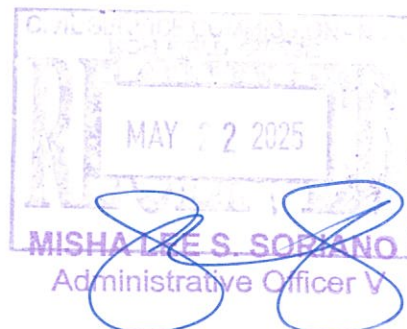
Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



May 21, 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: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/>

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: May 21, 2025

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No.          | Salary/<br>Job/<br>Pay Grade | Monthly Salary | Qualification Standards  |                              |   |   |  | Place of Assignment                         |
|-----|--|-----------------------------|------------------------------|----------------|--|------------------------------|---|---|--|---|
|     |  |                             |                              |                | Education  | Training                     | Experience  | Eligibility   | Competency (if applicable)   |   |
| 1   | Administrative Assistant I                             | OSEC-DOHB-ADAS1-30111-2015  | 7                            | 20110          | 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 |  | Physical Medicine and Rehabilitation        |
| 2   | Hospital Housekeeper                                   | OSEC-DOHB-HHKPER-30122-2015 | 8                            | 21448          | High School Graduate   | 4 hours of relevant training | 1 year of relevant experience   | None Required (MC 10, s. 2013-Cat. III)   | 1. Organizational Commitment<br>2. Integrity<br>3. Quality Service<br>4. Teamwork<br>5. Stewardship of Resources<br>6. Self Development<br>7. Attention to Communication | Engineering & Facilities Management Section |
| 3   | Medical Specialist IV                                  | OSEC-DOHB-MDSP4-30046-2013  | 25                           | 111,727        | Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board | 8 hours of relevant training | 4 years of experience in planning, organizing, directing, coordinating, and supervising various activities of a staff involve in practice of medicine | RA 1080 (Physician)   |  | Department of Anesthesiology                |

|   |          |                            |    |       |                                |                              |                               |         |  |                 |
|---|----------|----------------------------|----|-------|--------------------------------|------------------------------|-------------------------------|---------|--|-----------------|
| 4 | Nurse II | OSEC-DOHB-NURS2-30289-2021 | 16 | 43560 | Bachelor of Science in Nursing | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | 1. Organizational Commitment<br>2. Integrity<br>3. Quality Service<br>4. Teamwork<br>5. Stewardship of Resources<br>6. Self Development<br>7. Attention to Communication | Nursing Service |
| 5 | Nurse I  | OSEC-DOHB-NUR1-30021-1998  | 15 | 40208 | Bachelor of Science in Nursing | None Required                | None Required                 | RA 1080 |  | Nursing Service |

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 June 4, 2025.

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:

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.**