



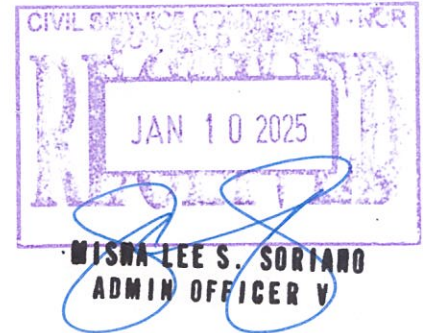
Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



January 10, 2024

**ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY**

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,

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

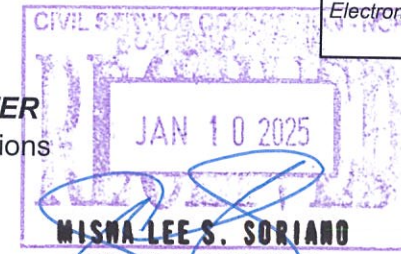
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*“PHIC Accredited Healthcare Provider”*  
*“Valenzuela Medical Center...Where your health matters most”*



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: January 10, 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	Accountant IV	OSEC-DOHB-A4-30008-2013	22	74836	Bachelor's degree in Commerce/ Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (Certified Public Accountant)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Accounting Section
2	Pharmacist V	OSEC-DOHB-PH5-30008-2013	22	74836	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080		Pharmacy Service
3	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		Disaster Risk and Reduction Management in Health
4	Computer Maintenance Technologist III	OSEC-DOHB-CTMT3-30014-2013	17	45138	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Integrated Management Information System Section
5	Computer Maintenance Technologist II	OSEC-DOHB-CTMT2-30079-2015	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		Integrated Management Information System Section

6	Administrative Officer IV	OSEC-DOHB-ADOF4-30107-2004	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	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Human Resource Management Office
7	Social Welfare Officer II	OSEC-DOHB-SOCWO2-30065-2014	15	38413	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)		Medical Social Work Service
8	Nurse I	OSEC-DOHB-NUR1-30004-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
9	Nurse I	OSEC-DOHB-NUR1-30016-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
10	Nurse I	OSEC-DOHB-NUR1-30073-2015	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
11	Nurse I	OSEC-DOHB-NUR1-30078-2015	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
12	Nurse I	OSEC-DOHB-NUR1-30094-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
13	Nurse I	OSEC-DOHB-NUR1-30096-2014	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
14	Nurse I	OSEC-DOHB-NUR1-30097-2014	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
15	Nurse I	OSEC-DOHB-NUR1-30116-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service

16	Nurse I	OSEC-DOHB-NUR1-30119-2020	15	38413	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
17	Nurse I	OSEC-DOHB-NUR1-30124-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
18	Nurse I	OSEC-DOHB-NUR1-30134-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
19	Nurse I	OSEC-DOHB-NUR1-30138-2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
20	Administrative Officer III	OSEC-DOHB-ADOF3-30036-2020	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Health Information Management Department
21	Administrative Officer II	OSEC-DOHB-ADOF2-30019-2015	11	28512	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility		Planning and Management Unit
22	Social Welfare Officer I	OSEC-DOHB-SOCWO1-30124-2015	11	28512	Bachelor's Degree in Social Work	None Required	None Required	RA 1080 (Social Worker)		Medical Social Work Service
23	Administrative Officer I	OSEC-DOHB-ADOF1-30008-2020	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Finance Service
24	Administrative Assistant III	OSEC-DOHB-ADAS3-30155-2015	9	22219	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Billing and Claims Section
25	Administrative Assistant III	OSEC-DOHB-ADAS3-30157-2015	9	22219	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Human Resource Management Office

26	Administrative Assistant III	OSEC-DOHB-ADAS3-30034-2020	9	22219	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 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	Materials Management Section
27	Midwife I	OSEC-DOHB-MDWF1-30047-2015	9	22219	Completion of Midwifery Course	None Required	None Required	RA 1080		Nursing Service
28	Training Assistant	OSEC-DOHB-TRNA-30010-2013	8	20534	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Professional Education, Training, and Research Unit
29	Administrative Assistant II	OSEC-DOHB-ADAS2-30019-2022	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Human Resource Management Office
30	Administrative Assistant II	OSEC-DOHB-ADAS2-30058-2014	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Health Information Management Department
31	Administrative Assistant II	OSEC-DOHB-ADAS2-30122-2015	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Health Information Management Department
32	Administrative Assistant II	OSEC-DOHB-ADAS2-30125-2015	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Health Information Management Department
33	Administrative Assistant II	OSEC-DOHB-ADAS2-30126-2015	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Pharmacy Service
34	Administrative Assistant II	OSEC-DOHB-ADAS2-30152-2015	8	20534	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility		Pharmacy Service
35	Administrative Assistant I	OSEC-DOHB-ADAS1-30137-2015	7	19365	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		Operating Room/ Delivery Room (Medical Service)



36	Administrative Assistant I	OSEC-DOHB-ADAS1-30029-2020	7	19365	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	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Materials Management Section
37	Administrative Aide VI (Chauffeur II)	OSEC-DOHB-ADA6-30082-2004	6	18255	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC.10, s. 2013 - Cat. IV)		Engineering & Facilities Management Section
38	Nursing Attendant II	OSEC-DOHB-NATT2-30043-2015	6	18255	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)		Nursing Service
39	Nursing Attendant II	OSEC-DOHB-NATT2-30074-2015	6	18255	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)		Nursing Service
40	Nursing Attendant II	OSEC-DOHB-NATT2-30095-2020	6	18255	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)		Nursing Service
41	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-30146-2004	4	16209	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)		Nutrition and Dietetics Service
42	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-30151-2004	4	16209	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)		Nutrition and Dietetics Service
43	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-30152-2004	4	16209	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)		Nutrition and Dietetics 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 January 31, 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.**