



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



June 3, 2024

ATTY. VLADIMIR E. VILLACORTA
Director III
Civil Service Commission – Field Office
Department of Health
Sta. Cruz, Manila



Dear **Atty. Villacorta**,

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: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:

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

Date: June 03, 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	MEDICAL SPECIALIST IV - PART TIME	OSEC-DOHB-MDSPT4-30002-2015	25	51345	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 the practice of medicine	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
2	MEDICAL SPECIALIST III	OSEC-DOHB-MDSP3-30005-1998	24	90078	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	3 years of progressively responsible experience as Medical Specialist II or other related experience	RA 1080 (Physician)		Medical Service
3	MEDICAL SPECIALIST III - PART TIME	OSEC-DOHB-MDSPT3-30003-1998	24	45039	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	3 years of progressively responsible experience as Medical Specialist II or other related experience	RA 1080 (Physician)		Medical Service
4	MEDICAL SPECIALIST II - PART TIME	OSEC-DOHB-MDSPT2-30044-2014	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)		Medical Service
5	MEDICAL SPECIALIST II - PART TIME	OSEC-DOHB-MDSPT2-30025-2015	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)		Medical Service

6	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30034-2013	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Department of Radiology
7	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30061-2014	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
8	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30085-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Department of Radiology
9	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30044-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Opthalmology Section
10	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30084-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
11	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30175-2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
12	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30041-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
13	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30086-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
14	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30148-2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Department of Family and Community Medicine
15	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30163-2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Department of Family and Community Medicine

16	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30168-2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
17	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30172-2020	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
18	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30008-1998	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
19	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30044-2015	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
20	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30038-2015	21	63997	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
21	STATISTICIAN III	OSEC-DOHB-STAT3-30023-2015	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Health Information Management Department
22	NURSE II	OSEC-DOHB-NURS2-30250-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
23	NURSE II	OSEC-DOHB-NURS2-30269-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
24	NURSE I	OSEC-DOHB-NUR1-30003-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
25	NURSE I	OSEC-DOHB-NUR1-30108-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service

26	NURSE I	OSEC-DOHB-NUR1-30009-1998	15	36619	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
27	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-30034-2015	15	36619	Bachelor's degree in Physical Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080		Physical Medicine and Rehabilitation
28	ADMINISTRATIVE OFFICER II	OSEC-DOHB-ADOF2-30020-2015	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Billing and Claims Section
29	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-30047-2015	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080		Department of Pathology and Laboratory
30	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-30109-2020	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080		Department of Pathology and Laboratory
31	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-30035-2022	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080		Department of Pathology and Laboratory
32	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-30153-2015	9	21129	Completion of two-year studies in college or Highschool 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
33	SOCIAL WELFARE ASSISTANT	OSEC-DOHB-SOCWAS-30080-2020	8	19744	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility		Medical Social Work Service
34	WARD ASSISTANT	OSEC-DOHB-WARDA-30007-2023	7	18620	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Nursing Service

35	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-30044-2015	6	17553	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)	1. Organizational Commitment 2. Integrity	Engineering & Facilities Management Section
36	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-30064-2014	6	17553	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)	3. Quality Service 4. Teamwork 5. Stewardship of Resources	Engineering & Facilities Management Section
37	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-30019-2020	6	17553	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC 10, s. 2013 - Cat. II)	6. Self Development 7. Attention to Communication	Engineering & Facilities Management Section

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 18, 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/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.