



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



April 11, 2024

ATTY. VLADEMIR 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”

• Padrigal St., Karuhatan, Valenzuela City 1441 • Trunk Line: 294-67-11 loc. 134; • Fax: 291-42-59
• URL: <http://vmc.doh.gov.ph> • Email: valgen_hosp@yahoo.com

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 of Staff

Date: April 12, 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	Dentist V	OSEC-DOHB- DENT5-30026- 2015	24	90078	Doctor of Dental Medicine or Dental Surgery	24 hours of relevant training	4 years of relevant experience	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Dental Service
2	Health Physicist III	OSEC-DOHB- HPHY3-30047- 2015	22	71511	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
3	Nutritionist- Dietitian V	OSEC-DOHB- ND5-30101- 2014	22	71511	Bachelor's degree major in Nutrition Dietetics or Community Nutrition	16 hours of relevant training	3 years of relevant experience	RA 1080		Nutrition and Dietetics Section
4	Occupational Therapist III	OSEC-DOHB- OT3-30003- 2014	18	46725	Bachelor's degree in Occupational Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080 (Occupational Therapist)	6. Self Development 7. Attention to Communication	Physical Medicine and Rehabilitation
5	Nurse III	OSEC-DOHB- NURS3-30112- 2014	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division

6	Nurse III	OSEC-DOHB-NURRS3-30076-2015	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Organizational Commitment	Nursing Division
7	Nurse II	OSEC-DOHB-NURRS2-30282-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
8	Nurse II	OSEC-DOHB-NURRS2-30284-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
9	Nurse I	OSEC-DOHB-NUR1-30098-2014	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
10	Nurse I	OSEC-DOHB-NUR1-30001-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080	3. Quality Service	Nursing Division
11	Nurse I	OSEC-DOHB-NUR1-30009-2020	15	36619	Bachelor of Science in Nursing	None Required	None Required	RA 1080	4. Teamwork	Nursing Division
12	Radiologic Technologist II	OSEC-DOHB-RT2-30097-2020	15	36619	Bachelor of Science in Radiologic Technology	4 hours of training in Radiologic Technology	1 year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	5. Stewardship of Resources	Department of Radiology
13	Occupational Therapist II	OSEC-DOHB-OT2-30004-2014	15	36619	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Occupational Therapist)	6. Self Development	Physical Medicine and Rehabilitation
14	Occupational Therapist II	OSEC-DOHB-OT2-30001-2021	15	36619	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Occupational Therapist)	7. Attention to Communication	Physical Medicine and Rehabilitation
15	Occupational Therapist II	OSEC-DOHB-OT2-30045-2022	15	36619	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Occupational Therapist)		Physical Medicine and Rehabilitation

16	Pharmacist II	OSEC-DOHB-PH2-30018-2010	15	36619	Bachelor's degree in Pharmacy	None Required	None Required	RA 1080	1. Organizational Commitment 2. Integrity	Pharmacy Service
17	Pharmacist II	OSEC-DOHB-PH2-30007-2013	15	36619	Bachelor's degree in Pharmacy	None Required	None Required	RA 1080		Pharmacy Service
18	Psychologist II	OSEC-DOHB-PSY2-30033-2015	15	36619	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)		Outpatient Department
19	Speech Therapist II	OSEC-DOHB-STH2-30001-2014	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Physical Medicine and Rehabilitation
20	Speech Therapist II	OSEC-DOHB-STH2-30051-2015	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	3. Quality Service 4. Teamwork	Physical Medicine and Rehabilitation
21	Accountant I	OSEC-DOHB-A1-30002-1998	12	29165	Bachelor's degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080		Accounting Section
22	Administrative Officer II	OSEC-DOHB-ADO2-30023-2015	11	27000	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	5. Stewardship of Resources 6. Self Development	Office of the Chief Administrative Officer
23	Medical Equipment Technician III	OSEC-DOHB-MEQT3-30044-2013	11	27000	Completion of two-year studies in college or completion of relevant medical laboratory technician course	8 hours of relevant training	2 years of relevant experience	Medical Equipment Technician (MC.10, s. 2013 - Cat. II)		Engineering & Facilities Management Section
24	Radiologic Technologist I	OSEC-DOHB-RT1-30032-2015	11	27000	Bachelor of Science in Radiologic Technology	None Required	None Required	RA 1080 (Radiologic Technologist)	7. Attention to Communication	Department of Radiology
25	Occupational Therapist I	OSEC-DOHB-OT1-30038-2015	11	27000	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080 (Occupational Therapist)		Physical Medicine and Rehabilitation

26	Occupational Therapist I	OSEC-DOHB-OT1-30039-2015	11	27000	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080 (Occupational Therapist)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Physical Medicine and Rehabilitation
27	Occupational Therapist I	OSEC-DOHB-OT1-30040-2015	11	27000	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080 (Occupational Therapist)		Physical Medicine and Rehabilitation
28	Occupational Therapist I	OSEC-DOHB-OT1-30038-2022	11	27000	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080 (Occupational Therapist)		Physical Medicine and Rehabilitation
29	Administrative Officer I	OSEC-DOHB-ADO1-30010-2020	10	23176	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Health Information Management Department
30	Administrative Aide VI (Labor Foreman)	OSEC-DOHB-ADA6-30080-2004	6	17553	High School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)		Engineering & Facilities Management Section
31	Administrative Aide VI (Labor Foreman)	OSEC-DOHB-ADA6-30081-2004	6	17553	High School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)		Engineering & Facilities Management Section
32	Administrative Aide VI (Labor Foreman)	OSEC-DOHB-ADA6-30083-2004	6	17553	High School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)		Engineering & Facilities Management Section
33	Administrative Aide VI (Labor Foreman)	OSEC-DOHB-ADA6-30085-2004	6	17553	High School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)		Engineering & Facilities Management Section
34	Administrative Aide VI (Chauffeur II)	OSEC-DOHB-ADA6-30003-2022	6	17553	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC. 10, s. 2013 - Cat. IV)		Engineering & Facilities Management Section
35	Nursing Attendant II	OSEC-DOHB-NATT2-30078-2015	6	17553	Elementary School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)		Nursing Division

36	Cook II	OSEC-DOHB-COK2-30001-1998	5	16543	Elementary School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)	1. Organizational Commitment 2. Integrity	Nutrition and Dietetics Section
37	Cook II	OSEC-DOHB-COK2-30077-2015	5	16543	Elementary School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)	3. Quality Service	Nutrition and Dietetics Section
38	Cook II	OSEC-DOHB-COK2-30078-2015	5	16543	Elementary School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)	4. Teamwork	Nutrition and Dietetics Section
39	Cook II	OSEC-DOHB-COK2-30002-2022	5	16543	Elementary School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)	5. Stewardship of Resources	Nutrition and Dietetics Section
40	Administrative Aide IV	OSEC-DOHB-ADA4-30154-2004	4	15586	Completion of two-year studies in college or Highschool Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility	6. Self Development	Nutrition and Dietetics Section
41	Seamstress	OSEC-DOHB-SEAM-30001-2022	2	13819	Elementary School Graduate	None Required	None Required	None required (MC. 10, s. 2013 - Cat. III)	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 April 26, 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
4. **Eligibility:** Photocopy of Authenticated/Certified True Copy of:
 - PRC License, Board Rating, and Board Certificate
 - CSC Professional and/or Sub-professional

Note: Authenticated/Certified True Copy must be presented upon submission of complete requirements

- 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.