



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



December 29, 2023

ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY

Acting Director II
Civil Service Commission – Field Office
Department of Health
Sta. Cruz, Manila

Dear **Atty. Adongay**,

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:epc

"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 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: December 29, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Place of Assignment	
				Education	Training	Experience	Eligibility		
1	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	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to communication
2	Supervising Administrative Officer	OSEC-DOHB- SADOF-30035- 2014	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	
3	Dentist III	OSEC-DOHB- DENT3-30003- 1998	20	57347	Doctor of Dental Medicine or Dental Surgery	8 hours of relevant training	2 years of relevant training	RA 1080	

Electronic copy to be submitted to the CSC.
CIVIL must be in MS Excel format - NO PDF

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4	Nurse II	OSEC-DOHB-NURS2-30235-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
5	Nurse II	OSEC-DOHB-NURS2-30013-2023	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
6	Nurse II	OSEC-DOHB-NURS2-30014-2023	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
7	Nurse II	OSEC-DOHB-NURS2-30240-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
8	Nutritionist-Dietitian II	OSEC-DOHB-ND2-30003-1998	15	36619	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience RA 1080
9	Training Specialist II	OSEC-DOHB-TRNSP2-30015-2023	15	36619	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience Career Service (Professional) / Second Level Eligibility
10	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

11	Medical Technologist I	OSEC-DOHB-MDTK1-30041-2022	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
12	Medical Technologist I	OSEC-DOHB-MDTK1-30016-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
13	Medical Technologist I	OSEC-DOHB-MDTK1-30017-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
14	Medical Technologist I	OSEC-DOHB-MDTK1-30018-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
15	Medical Technologist I	OSEC-DOHB-MDTK1-30019-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
16	Medical Technologist I	OSEC-DOHB-MDTK1-30020-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
17	Medical Technologist I	OSEC-DOHB-MDTK1-30021-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080

18	Medical Technologist I	OSEC-DOHB-MDTK1-30022-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
19	Medical Technologist I	OSEC-DOHB-MDTK1-30023-2023	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
20	Medical Technologist I	OSEC-DOHB-MDTK1-30109-2014	11	27000	Bachelor's degree in Medical Technology OR Bachelor of Science in Public health	None required None required RA 1080
21	Pharmacist I	OSEC-DOHB-PH1-30024-2023	11	27000	Bachelor's degree in Pharmacy	None required None required RA 1080
22	Pharmacist I	OSEC-DOHB-PH1-30025-2023	11	27000	Bachelor's degree in Pharmacy	None required None required RA 1080
23	Pharmacist I	OSEC-DOHB-PH1-30026-2023	11	27000	Bachelor's degree in Pharmacy	None required None required RA 1080
24	Pharmacist I	OSEC-DOHB-PH1-30027-2023	11	27000	Bachelor's degree in Pharmacy	None required None required RA 1080

25	Administrative Officer I	OSEC-DOHB-ADOF1-30028-2023	10	23176	Bachelor's degree relevant to the job	None required	Career Service (Professional) / Second Level Eligibility
26	Administrative Assistant III	OSEC-DOHB-ADAS3-30002-2023	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility
27	Administrative Assistant III	OSEC-DOHB-ADAS3-30003-2023	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility
28	Medical Equipment Technician II	OSEC-DOHB-MEQT2-30016-2022	8	19744	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician	4 hours of relevant training	1 year of relevant experience
29	Medical Equipment Technician II	OSEC-DOHB-MEQT2-30004-2023	8	19744	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician	4 hours of relevant training	1 year of relevant experience
30	Medical Equipment Technician II	OSEC-DOHB-MEQT2-30005-2023	8	19744	Completion of relevant 2 years studies in college or Completion of relevant medical laboratory technician	4 hours of relevant training	1 year of relevant experience
31	Ward Assistant	OSEC-DOHB-WARDA-30006-2023	7	18620	Completion of two years studies in college	None required	Career Service (Subprofessional) / First Level Eligibility

	OSEC-DOHB-WARDA-30007-2023	Completion of two years studies in college	Career Service (Subprofessional) / First Level Eligibility	Nursing Division
32	Ward Assistant	7	18620	

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below later than January 15, 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.