



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



September 19, 2025

NOEL V. SALUMBIDES

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

Dear **Director Salumbides**,

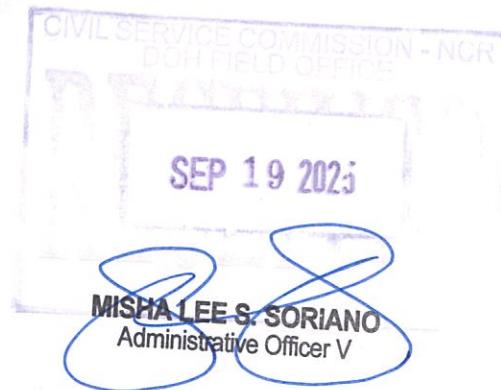
May we respectfully request your good office to publish the attached bulletin of vacant positions of this office.

Thank you.

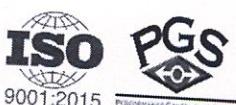
Very truly yours,

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

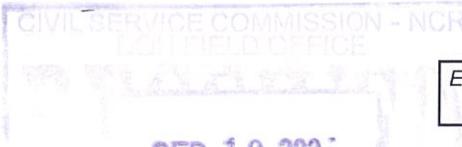
SVV/CBV:ppmcb



"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/>



Electronic copy to be submitted to the CSC
FO must be in MS Excel format

Republic of the Philippines
VALENZUELA CITY MEDICAL CENTER
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the VALENZUELA CITY MEDICAL CENTER:

CHRISTOPHER B. VILLAFRIA
HRMO

Date: September 19, 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/Area of Specialization/Residency Requirement (if applicable)	
1	Accountant II	OSEC-DOHB-A2-30003-1998	16	43,560.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year 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	Accounting Section

2	Administrative Assistant I	OSEC-DOHB-ADAS1-30134-2015	7	20,110.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	Relevant MC 11 s. 1996 Career Service (Subprofessional) / First Level Eligibility	Department of Surgery
3	Administrative Assistant II	OSEC-DOHB-ADAS2-30017-2020	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 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
4	Administrative Officer II	OSEC-DOHB-ADOF2-30023-2015	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Accounting Section Office of the Chief Administrative Officer

5	Medical Officer IV	OSEC-DOHB-MDOF4-30091-2015	23	87,315.00	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
6	Medical Officer IV	OSEC-DOHB-MDOF4-30087-2015	23	87,315.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
7	Medical Officer IV	OSEC-DOHB-MDOF4-30192-2020	23	87,315.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
8	Medical Specialist III	OSEC-DOHB-MDSP3-30022-2015	24	98,185.00	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

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than

September 30, 2025

1. **Letter of Intent or Application Letter;**
2. Completely filled out **Personal Data Sheet** (CS Form 212 Revised 2025; with recent passport-sized or unfiltered digital picture; digitally signed or electronically signed) and **Work Experience Sheet** (W.E.S to be accomplished only if applicable);
3. **Credentials:** Photocopy of Authenticated/Certified True Copy of:

- Diploma
- Transcript of Records
- Certification of Completion of Residency Training, Diplomate or Fellow, if applicable (For Physicians)
- Certificate of Training/Seminars Attended, if applicable (Photocopy only)

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** for position/s requiring work experience)
8. Photocopy of **Birth Certificate** (PSA Copy)
9. Photocopy of **Marriage Certificate** (PSA Copy), if applicable

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to **hand in or send through courier** their application to the head of office/ human resource management office/records office, as the case may be:

EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS

Officer-In-Charge, Medical Center Chief II

Padrigal St. Karuhatan, Valenzuela City

8-2816640 / vmc_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.