



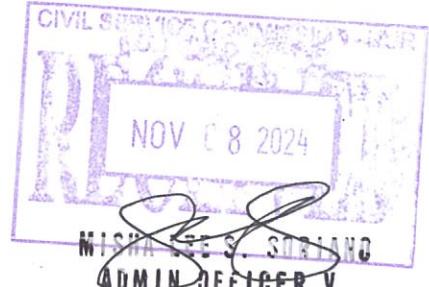
Republic of the Philippines  
Department of Health  
Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



November 8, 2024

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

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

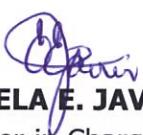


Dear **Atty. Acorda-Adongay**,

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

Thank you.

Very truly yours,

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

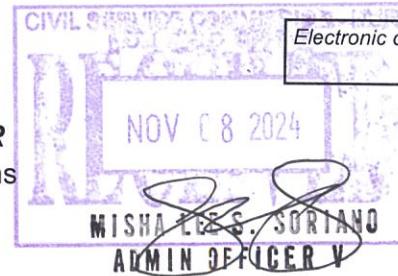
SVV/CBV:zkd

**“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



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: November 08, 2024

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	<b>Monthly Salary</b>	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Dentist V	OSEC-DOHB-DENT5-30026-2015	24	94132	Doctor of Dental Medicine or Dental Surgery	24 hours of relevant training	4 years of relevant experience	RA 1080		Dental Service
2	Administrative Assistant II	OSEC-DOHB-ADAS2-30021-2020	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	1. Organizational Commitment 2. Integrity	Billing & Claims Section
3	Administrative Assistant I	OSEC-DOHB-ADAS1-30106-2015	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	3. Quality Service 4. Teamwork	Health Information Management Department
4	Administrative Assistant I	OSEC-DOHB-ADAS1-30140-2015	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	5. Stewardship of Resources	Medical Service
5	Administrative Aide VI (Electrician II)	OSEC-DOHB-ADA6-30084-2004	6	18255	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (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 November 22, 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 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:

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

**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.**