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



June 13, 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"



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:

MISHA LEE S. SORIANG

ADMIN OFFICER V

JUN 13 2024

RECEIVED

ESTELA E. JAVIER, MD, FPOGS, FPSMS

Officer-in Charge, Medical Center Chief

Date: June 13, 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	
1	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-30187-2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity
2	ENGINEER III	OSEC-DOHB-ENG3-30120-2020	19	51357	Bachelor's degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	Medical Service Engineering & Facilities Management Section
3	DENTIST II	OSEC-DOHB-DENT2-30001-1998	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	3. Quality Service 4. Teamwork 5. Stewardship of Resources Dental Service
4	NURSE II	OSEC-DOHB-NURS2-30239-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	6. Self Development 7. Attention to Communication Nursing Service

CIVIL SERVICE COMMISSION
DO FIELD OFFICE
Electronic copy to be submitted to the CSC FO must
be in MS Excel format

5	NURSE II	OSEC-DOHB-NURS2-30249-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
6	NURSE II	OSEC-DOHB-NURS2-30255-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
7	NURSE II	OSEC-DOHB-NURS2-30290-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
8	NURSE II	OSEC-DOHB-NURS2-30295-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience RA 1080
9	NURSE I	OSEC-DOHB-NUR1-30001-1998	15	36619	Bachelor of Science in Nursing	None required	None required RA 1080
10	NURSE I	OSEC-DOHB-NUR1-30042-2013	15	36619	Bachelor of Science in Nursing	None required	None required RA 1080
11	NURSE I	OSEC-DOHB-NUR1-30016-2020	15	36619	Bachelor of Science in Nursing	None required	None required RA 1080
12	NURSE I	OSEC-DOHB-NUR1-30134-2020	15	36619	Bachelor of Science in Nursing	None required	None required RA 1080

13	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-30136-2015	9	2121	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
14	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-30121-2015	8	19744	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
15	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-30019-2020	8	19744	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
16	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-30152-2015	8	19744	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
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 <u>June 28, 2024</u> .								
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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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								

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
 - Other related eligibility
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:

<u>ESTELA E. JAVIER, MD, FPOGS, FPSMS</u>
Officer-in Charge, Medical Center Chief II
Thru: Christopher B. Villafria
Supervising Administrative Officer

Padrigal St., Karuhatan, Valenzuela City
valgen_hosp@yahoo.com/ymc_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.