

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



BAGONG PILIPINAS

August 2, 2024

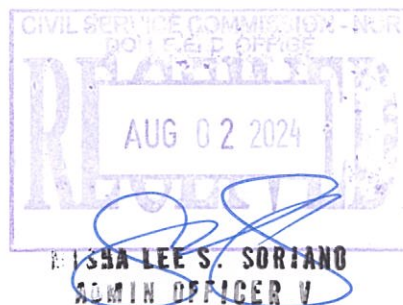
ATTY. VLADIMIR E. VILLACORTA

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

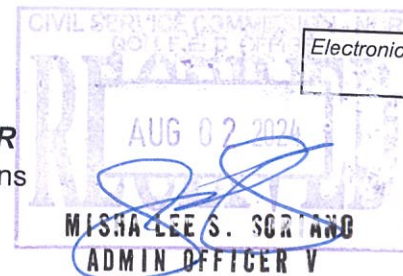
“PHIC Accredited Healthcare Provider”
“Valenzuela Medical Center...Where your health matters most”



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

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



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: August 02, 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	MEDICAL SPECIALIST II - FULL TIME	OSEC-DOHB- MDSP2-30013- 2020	23	80003	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity	Medical Service
2	MEDICAL SPECIALIST II - PART TIME	OSEC-DOHB- MDSPT2-30020- 2015	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)	3. Quality Service 4. Teamwork	Medical Service
3	NURSE II	OSEC-DOHB- NURS2-30013- 2022	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	5. Stewardship of Resources	Nursing Service
4	SOCIAL WELFARE OFFICER II	OSEC-DOHB- SOCWO2- 30007-2013	15	36619	Bachelor's Degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	6. Self Development 7. Attention to Communication	Medical Social Work Service

5	RADIOLOGIC TECHNOLOGIST I	OSEC-DOHB-RT1-30091-2020	11	27000	Bachelor of Science in Radiologic Technology	None Required	None Required	RA 1080 (Radiologic Technologist)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Department of Radiology
6	RADIOLOGIC TECHNOLOGIST I	OSEC-DOHB-RT1-30108-2014	11	27000	Bachelor of Science in Radiologic Technology	None Required	None Required	RA 1080 (Radiologic Technologist)		Department of Radiology
7	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-30140-2015	9	21211	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		Engineering & Facilities Management Section
8	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-30057-2014	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		Health Information Management Department
9	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-30070-2004	7	18620	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		Office of the Chief of Medical Professional Staff II
10	ADMINISTRATIVE AIDE IV (Storekeeper I)	OSEC-DOHB-ADA4-30154-2004	4	15586	Elementary School Graduate	None Required	None Required	None required (MC 10, s. 2013 - Cat. III)		Nutrition and Dietetics 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 August 20, 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 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.