



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



October 6, 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](mailto: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: October 06, 2023



No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer IV	OSEC-DOHB-ADOF4-30133-2015	15	36619	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Office of the Medical Center Chief II
2	Administrative Officer III	OSEC-DOHB-ADOF3-30140-2015	14	33843	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility		Allied Health Professional Service
3	Medical Equipment Technician IV	OSEC-DOHB-MEQT4-30045-2013	13	31320	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	16 hours of relevant training	3 years of relevant experience	Medical Equipment Technician (MC 10, s. 2013 - Cat II)		Hospital Operations and Patient Support Division

4	Administrative Officer I	OSEC-DOHB-ADOFL-30016-2015	10	23176	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Finance Division
5	Administrative Assistant III	OSEC-DOHB-ADAS3-30154-2015	9	21211	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 (Sub-professional) / First Level Eligibility		Finance Division

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 October 20, 2023.

- Letter of Intent or Application Letter;**
  - Completely filled out **Personal Data Sheet** (CS Form 212 Rev 2017);
  - 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
  - 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**
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- Original copy of latest **NBI Clearance**
  - Photocopy of **Performance Rating** in the last rating period, if applicable
  - Photocopy of **Certificate of Employment with Actual Duties and Responsibilities**, if applicable
  - Photocopy of **Birth Certificate** (PSA Copy)
  - 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](mailto: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.**