



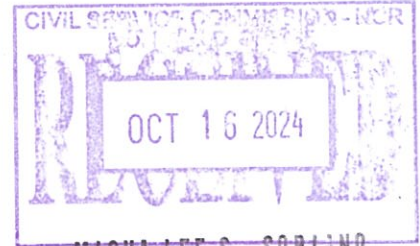
Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



October 16, 2024

ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY

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




MISHA LEE S. SORIANO
ADMIN OFFICER V

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”

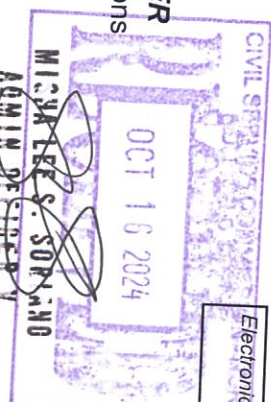


Address: Padrigal St., Karuhatan, Valenzuela City, 1441
Telephone Nos: 8294-6711 to 17
Director's Office Direct Line: 8291-4259
Email Address: valgen_hosp@yahoo.com
Website: <https://vmc.doh.gov.ph/>

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:



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

ESTELA E. JAVIER, MD, FPOGS, FPSMS

Officer-in Charge, Medical Center Chief II

Date: October 16, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Monthly Salary	Education	Training	Experience	Eligibility	
1	Health Physicist III	OSEC-DOHB-HPHY3-30047-2015	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Department of Radiology
2	Occupational Therapist III	OSEC-DOHB-OT3-30003-2014	18	49015	Bachelor's degree in Occupational Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080	Physical Medicine and Rehabilitation
3	Nurse II	OSEC-DOHB-NURS2-30246-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Nursing Division
4	Nurse II	OSEC-DOHB-NURS2-30263-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Nursing Division
5	Nurse II	OSEC-DOHB-NURS2-30267-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Nursing Division

6	Nurse II	OSEC-DOHB- NURS2-30268- 2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Organizational Commitment	Nursing Division
7	Nurse II	OSEC-DOHB- NURS2-30280- 2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
8	Nurse I	OSEC-DOHB- NUR1-30005- 1998	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
9	Nurse I	OSEC-DOHB- NUR1-30043- 2013	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
10	Nurse I	OSEC-DOHB- NUR1-30048- 2013	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
11	Nurse I	OSEC-DOHB- NUR1-30006- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
12	Nurse I	OSEC-DOHB- NUR1-30007- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
13	Nurse I	OSEC-DOHB- NUR1-30022- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080	5. Stewardship of Resources	Nursing Division
14	Nurse I	OSEC-DOHB- NUR1-30101- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
15	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
16	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080	6. Self Development	Nursing Division
17	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
18	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
19	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080	7. Attention to Communication	Nursing Division
20	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division
21	Nurse I	OSEC-DOHB- NUR1-30111- 2020	15	38413	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Division

16	Statistician II	OSEC-DOHB- STAT2-30011- 2000	15	38413	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	Health Information Management Department
17	Occupational Therapist II	OSEC-DOHB- OT2-30004- 2014	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080		Physical Medicine and Rehabilitation
18	Occupational Therapist II	OSEC-DOHB- OT2-30001- 2021	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080		Physical Medicine and Rehabilitation
19	Occupational Therapist II	OSEC-DOHB- OT2-30045- 2022	15	38413	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080		Physical Medicine and Rehabilitation
20	Psychologist II	OSEC-DOHB- PSY2-30033- 2015	15	38413	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)		Outpatient Department
21	Speech Therapist II	OSEC-DOHB- STH2-30001- 2014	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Physical Medicine and Rehabilitation
22	Speech Therapist II	OSEC-DOHB- STH2-30051- 2015	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Physical Medicine and Rehabilitation
23	Radiologic Technologist I	OSEC-DOHB- RT1-30013- 2013	11	28512	Bachelor of Science in Radiologic Technology	None Required	None Required	RA 1080 (Radiologic Technologist)	6. Self Development	Department of Radiology
24	Occupational Therapist I	OSEC-DOHB- OT1-30038- 2015	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080		Physical Medicine and Rehabilitation
25	Occupational Therapist I	OSEC-DOHB- OT1-30039- 2015	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080		Physical Medicine and Rehabilitation

26	Occupational Therapist I	OSEC-DOHB-OT1-30040-2015	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Physical Medicine and Rehabilitation
27	Occupational Therapist I	OSEC-DOHB-OT1-30038-2022	11	28512	Bachelor's degree in Occupational Therapy	None Required	None Required	RA 1080		Physical Medicine and Rehabilitation
28	Midwife II	OSEC-DOHB-MDWF2-30052-2013	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
29	Midwife II	OSEC-DOHB-MDWF2-30046-2015	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
30	Midwife II	OSEC-DOHB-MDWF2-30039-2022	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
31	Midwife II	OSEC-DOHB-MDWF2-30040-2022	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
32	Midwife II	OSEC-DOHB-MDWF2-30043-2020	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
33	Midwife II	OSEC-DOHB-MDWF2-30044-2020	11	28512	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Division
34	Administrative Officer I	OSEC-DOHB-ADO1-30025-2015	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Cash Operations Section
35	Administrative Officer I	OSEC-DOHB-ADO1-30007-2020	10	24381	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		Cash Operations Section

36	Administrative Assistant II	OSEC-DOHB-ADAS2-30056-2014	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	Quality Management System
37	Administrative Assistant II	OSEC-DOHB-ADAS2-30152-2015	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		
38	Administrative Assistant II	OSEC-DOHB-ADAS2-30018-2020	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		
39	Administrative Assistant II	OSEC-DOHB-ADAS2-30019-2020	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		
40	Administrative Assistant I	OSEC-DOHB-ADAS1-30111-2015	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	4. Teamwork	Pharmacy Service
41	Administrative Assistant I	OSEC-DOHB-ADAS1-30028-2020	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	Department of Pathology and Laboratory
42	Medical Equipment Technician I	OSEC-DOHB-MEQT1-30019-2020	6	18255	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	Medical Equipment Technician (MC.10, s. 2013 - Cat. II)	6. Self Development	Procurement Section
43	Administrative Aide V (Mason II)	OSEC-DOHB-ADA5-30072-2004	5	17205	Elementary School Graduate	None Required	None Required	None required (MC.10, s. 2013 - Cat. II)	7. Attention to Communication	Engineering & Facilities Management Section
44	Administrative Aide V (Mason II)	OSEC-DOHB-ADA5-30073-2004	5	17205	Elementary School Graduate	None Required	None Required	None required (MC.10, s. 2013 - Cat. III)		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 October 29, 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.