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



BAGONG PILIPINAS

July 7, 2025

NOEL V. SALUMBIDES

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

JUL 07 2025

MISHA LEE S. SORIANO
Administrative Officer V

Dear **Director Salumbides**,

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

Thank you.

Very truly yours,

EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS
Officer-in Charge, Medical Center Chief II

SVV/CBV:ppmcb

"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:

JUL 07 2023


MISHA LEE S. SORIANO
Administrative Officer V


EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS
Officer-in Charge, Medical Center Chief II

Date: July 07, 2023

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	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-30150-2004	4	16833	Elementary School Graduate	None Required	None Required	None Required (MC.10, s. 2013 - Cat. III)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Nutrition and Dietetics Department
2	Administrative Assistant I	OSEC-DOHB-ADAS1-30134-2015	7	20110	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		Department of Surgery
3	Administrative Assistant I	OSEC-DOHB-ADAS1-30033-2020	7	20110	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		Health Information Management Department
4	Medical Officer III	OSEC-DOHB-MDOF3-30025-2015	21	70013	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)		Medical Service
5	Midwife I	OSEC-DOHB-MDWF1-30081-2014	9	23226	Completion of Midwifery Course	None Required	None Required	RA 1080		Nursing Service

6	Midwife I	OSEC-DOHB-MDWF1-30079-2014	9	23226	Completion of Midwifery Course	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	Nursing Service
7	Nurse II	OSEC-DOHB-NURS2-30295-2021	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service

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 July 21, 2025.

1. **Letter of Intent or Application Letter;**
2. Completely filled out **Personal Data Sheet** (CS Form 212 Rev 2017) and **Work Experience Sheet** (W.E.S to be accomplished only if applicable);
3. **Credentials:** Photocopy of Authenticated/Certified True Copy of:
 - Diploma
 - Transcript of Records
 - Certification of Completion of Residency Training, Diplomate or Fellow, if applicable (For Physicians)
 - Certificate of Training/Seminars Attended, if applicable (Photocopy only)
- 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** for position/s requiring work experience)
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:

EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS
Officer-in Charge, Medical Center Chief II
Thru: Christopher B. Villafria
Supervising Administrative Officer
Padrigal St., Karuhatan, Valenzuela City