



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2018-003

Publication March 07, 2018



Republic of the Philippines
Mariveles Mental Hospital
Request for Republication of Vacant Positions



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

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MA. LOURDES L. EVANGELISTA, MD
OIC-Chief of Hospital II /EVR

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mariveles Mental Hospital in the CSC website:

Date: 7 Mar 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	OSEC-DOHB-ADAS2-150032-2016	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
2	Administrative Assistant II	OSEC-DOHB-ADAS2-150033-2016	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
3	Administrative Assistant II	OSEC-DOHB-ADAS2-150034-2016	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
4	Administrative Assistant II	OSEC-DOHB-ADAS2-150035-2016	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
5	Administrative Assistant II	OSEC-DOHB-ADAS2-150036-2016	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Finance Service
6	Administrative Assistant II	OSEC-DOHB-ADAS2-150056-2014	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Finance Service
7	Administrative Assistant II	OSEC-DOHB-ADAS2-150058-2014	8	P195,384.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Finance Service
8	Administrative Assistant II/Chauffeur IV	OSEC-DOHB-ADAS2-150059-2014	8	P195,384.00	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	Driver License (MC 11, s.96 - Cat III)	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service

9	Training Assistant	OSEC-DOHB-TRNA-150038-2015	8	P195,384.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Office of the Chief of Hospital
10	Training Assistant	OSEC-DOHB-TRNA-150038-2016	8	P195,384.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Office of the Chief of Hospital
11	Administrative Assistant I	OSEC-DPHB-ADAS1-150007-2016	7	P183,048.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
12	Administrative Assistant I	OSEC-DPHB-ADAS1-150037-2015	7	P183,048.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
13	Administrative Assistant I	OSEC-DPHB-ADAS1-150047-2014	7	P183,048.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
14	Administrative Aide VI/Airconditioning Technician I	OSEC-DOHB-ADA6-150005-2004	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 / Airconditioning Technician	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
15	Administrative Aide VI	OSEC-DOHB-ADA6-150007-2004	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
16	Administrative Aide VI	OSEC-DOHB-ADA6-150035-2014	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
17	Administrative Aide VI	OSEC-DOHB-ADA6-150036-2014	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
18	Administrative Aide VI	OSEC-DOHB-ADA6-150037-2014	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
19	Administrative Aide VI	OSEC-DOHB-ADA6-150038-2014	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service

20	Administrative Aide VI/Buyer II	OSEC-DOHB-ADA6-150047-2014	6	P172,080.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
21	Medical Equipment Technician I	OSEC-DOHB-MEQT1-150006-2015	6	P172,080.00	Completion of relevant two years of studies in College or Completion of relevant medical laboratory technician course	None required	None required	(MC11, s. 96-Cat. II)	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
22	Nursing Attendant II	OSEC-DOHB-NATT2-150086-2016	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
23	Nursing Attendant II	OSEC-DOHB-NATT2-150094-2015	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
24	Nursing Attendant II	OSEC-DOHB-NATT2-150003-2003	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
25	Nursing Attendant II	OSEC-DOHB-NATT2-150017-1998	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
26	Nursing Attendant II	OSEC-DOHB-NATT2-150018-1998	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
27	Nursing Attendant II	OSEC-DOHB-NATT2-150020-1998	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
28	Nursing Attendant II	OSEC-DOHB-NATT2-150022-1998	6	P172,080.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
29	Dental Aide	OSEC-DOHB-DTA-150175-2016	4	P152,088.00	High School Graduate	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
30	Nursing Attendant I	OSEC-DOHB-NATT1-150018-1998	4	P152,088.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service

31	Nursing Attendant I	OSEC-DOHB-NATT1-150047-2014	4	P152,088.00	Elementary School Graduate (preferably graduate of Caregiver/Practical Nursing/BSN or other related course)	None required	None required	None required	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
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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 _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph/www.mmh.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Letter of Intent addressed to OIC-Chief of Hospital II;
3. Photocopy of certificate of eligibility, board certification and board rating (if applicable);
4. Photocopy of Transcript of Records;
5. Photocopy of Diploma
6. Photocopy of Certificates of Seminars and Training attended;
7. Photocopy of Certificate of Employment/Service Record
8. Photocopy of Certificate of Residency/Diplomate/Fellow (if applicable).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

 MA. LOURDES L. EVANGELISTA, MD

 OIC-Chief of Hospital II

 P. Monroe St. Poblacion, Mariveles, Bataan

hr@mmh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL
*P. Monroe St. Poblacion, Mariveles, Bataan,
Philippines, 2105*



Instructions to Applicants:

Interested and qualified applicants shall submit the following documents to the Human Resource Management Unit:

For Entry Level Positions:

1. Letter of Intent addressed to:
Ma. Lourdes L. Evangelista, MD
Medical Specialist IV / OIC-Chief of Hospital II
Mariveles Mental Hospital
Mariveles, Bataan
2. Resume
3. Diploma
4. Transcript of Records
5. PRC Certification and Board Rating (if applicable)
6. Photocopy of License (if applicable)

For Promotion: All qualified next- in-rank shall be automatically considered candidates for promotion to the next higher position and advised to submit the following documents. Non submission of the required documents shall mean waiver on their part to be considered as candidate for promotion.

1. Letter of Intent
2. Updated Personal Data Sheet with additional Work Experience Sheet
3. Performance Evaluation (IPCR)
4. Certificate of Trainings
5. Photocopy of License / CS Eligibility (if applicable)

Deadline of Submission	March 17, 2018
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment


EMILY V. RAYMUNDO
Chief Administrative Officer

For posting in conspicuous places:
Security Bulletin Board _____
Administrative Service Bulletin Board _____
Nursing Service Bulletin Board _____