



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2018-005

Publication April 25, 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

CSC PROVINCIAL FIELD OFFICE

Balanga, Bataan

RECEIVED

APR 25 2018

MARCELO L. EVANGELISTA, MD

OIC-Chief of Hospital II

/EVR

Date:

To: CIVIL SERVICE COMMISSION (CSC)

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

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	Nurse II	OSEC-DOHB-NURS2-150095-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
2	Nurse II	OSEC-DOHB-NURS2-150106-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
3	Nurse II	OSEC-DOHB-NURS2-150109-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
4	Nurse II	OSEC-DOHB-NURS2-150123-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
5	Nurse II	OSEC-DOHB-NURS2-150124-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
6	Administrative Aide VI /Printing Machiner Operator II	OSEC-DOHB-ADA6-150044-2014	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
7	Administrative Aide V/ Carpenter II	OSEC-DOHB-ADA5-150044-2014	5	P161,772.00	Elementary School Graduate (Preferably High School Graduate and completed relevant vocational/trade course on Carpentry	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 (Carpentry)	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support 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 _____.

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/Diplmate/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:

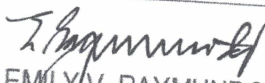
For Entry Level Positions:

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. Personal Data Sheet with additional Work Experience Sheet
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) for two rating periods
4. Certificate of Trainings
5. Photocopy of License / CS Eligibility (if applicable)

Deadline of Submission	May 05, 2018
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment


EMLY V. RAYMUNDO
Chief Administrative Officer

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

MMH-HRM-04-06-00