



Department of Health  
Regional Office No. 3

**MARIVELES MENTAL HOSPITAL**

# **Bulletin of Vacancies 2018-012**

Publication November 29, 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

To: CIVIL SERVICE COMMISSION (CSC)

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

NOV 20 2018

MARIA LOURDES L. EVANGELISTA, MD, DSBPP

Chief of Hospital II

For the Chief of Hospital

EMILY V. RAYMUNDO, MPA

Chief Administrative Officer

Date:

20 NOV 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 Officer V	OSEC-DOHB-ADOF5-150068-2016	18	P457,020.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Health Information Management Unit
2	Computer Maintenance Technologist II	OSEC-DOHB-CTMT2-150038-2014	15	P348,120.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Office of the Chief of Hospital - Integrated Hospital Operations and Management Program
3	Administrative Officer II	OSEC-DOHB-ADOF2-150006-2013	11	P242,148.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service - Planning Unit
4	Administrative Aide VII Labor Foreman	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 - Engineering and Facilities Management Unit
5	Nursing Attendant I	OSEC-DOHB-NATT1-150001-2000	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
6	Nursing Attendant I	OSEC-DOHB-NATT1-150005-1998	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

7	Nursing Attendant I	OSEC-DOHB-NATT1-150010-1998	4	P152,083.00	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
8	Nursing Attendant I	OSEC-DOHB-NATT1-150048-2014	4	P152,083.00	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
9	Nursing Attendant I	OSEC-DOHB-NATT1-150006-1998	4	P152,083.00	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

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](http://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:

MARIA LOURDES L. EVANGELISTA, MD, DSBPP  
 Chief of Hospital II  
 P. Monroe St. Poblacion, Mariveles, Bataan  
[hr@mmh.gov.ph](mailto:hr@mmh.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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**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:  
Maria Lourdes L. Evangelista, MD, DSBPP  
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	December 09, 2018
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment

  
EMILY N. 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