



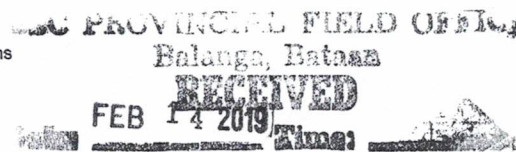
Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2019-002

Publication February 14, 2019

Republic of the Philippines
Request for Publication of Vacant Positions



Emily V. Gaymundo
EMILY V. GAYMUNDO, MP
HRMO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the in the CSC website:

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				
					Education	Training	Experience	Eligibility	Competency (if applicable)
1	Radiologic Technologist II	OSEC-EDHB-RT2-150182-2016	15	29010	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development
2	Administrative Assistant II	OSEC-EDHB-ADAS2-150059-2014	8	16282	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

Interested and qualified applicants should signifi their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 24, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/training/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand n 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Department of Health
 Central Luzon Center for Health Development
MARIVELES MENTAL HOSPITAL
P. Mourae St. Poblacion, Mariveles, Bataan,
Philippines, 2105



Instructions to Applicants:

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

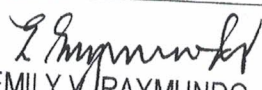
For Entry Level Positions:

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	February 24, 2019
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment


 EMILY RAYMUNDO
 Chief Administrative Officer

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