



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2019-005

Publication June 10, 2019

Republic of the Philippines
Request for Publication of Vacant Positions

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

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: JUN 18 2019 4:30 PM

EMILY V. RAYMUNDO
EMILY V. RAYMUNDO, MPA
Chief Administrative Officer

Date:

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	Medical Officer IV	OSEC-DOHB-MDOF4-150218-2016	23	73811	Doctor of Medicine must have undergone Residency Training Program as per Administrative Order No. 2017-0016	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	Medical Service - Clinical Unit
2	Attorney IV Part Time	OSEC-DOHB-ATYPT4-150001-2018	23	36905.50	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Office of the Chief of Hospital
3	Medical Technologist I	OSEC-DOHB-MDTK1-150045-2014	11	20754	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Laboratory Unit
4	Nurse I	OSEC-DOHB-NURS1-150003-1998	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
5	Nurse I	OSEC-DOHB-NURS1-150004-1998	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
6	Nurse I	OSEC-DOHB-NURS1-150006-1998	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
7	Nurse I	OSEC-DOHB-NURS1-150007-1998	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
8	Nurse I	OSEC-DOHB-NURS1-150012-2013	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
9	Nurse I	OSEC-DOHB-NURS1-150015-2013	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service

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					Education	Training	Experience	Eligibility		Competency (if applicable)
10	Nurse I	OSEC-DOHB-NURS1-150016-2013	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
11	Nurse I	OSEC-DOHB-NURS1-150056-2015	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
12	Nurse I	OSEC-DOHB-NURS1-150058-2015	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
13	Nurse I	OSEC-DOHB-NURS1-150061-2015	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
14	Nurse I	OSEC-DOHB-NURS1-150066-2015	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
15	Nurse I	OSEC-DOHB-NURS1-150070-2015	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
16	Nurse I	OSEC-DOHB-NURS1-150071-2015	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
17	Nurse I	OSEC-DOHB-NURS1-150089-2016	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
18	Nurse I	OSEC-DOHB-NURS1-150108-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
19	Nurse I	OSEC-DOHB-NURS1-150109-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
20	Nurse I	OSEC-DOHB-NURS1-150110-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
21	Nurse I	OSEC-DOHB-NURS1-150111-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service

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					Education	Training	Experience	Eligibility		Competency (if applicable)
22	Nurse I	OSEC-DOHB-NURS1-150112-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
23	Nurse I	OSEC-DOHB-NURS1-150113-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
24	Nurse I	OSEC-DOHB-NURS1-150118-2014	11	20754	Bachelor's Degree in Nursing	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
25	Administrative Assistant II	OSEC-DOHB-ADAS2-150049-2015	8	16758	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 - Accounting Unit
26	Administrative Assistant II	OSEC-DOHB-ADAS2-150056-2014	8	16758	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 - Cash Unit
27	Administrative Assistant I	OSEC-DOHB-ADAS1-150007-2016	7	15738	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	Hospital Operations and Patient Support Service - Procurement Unit
28	Administrative Assistant I	OSEC-DOHB-ADAS1-150010-2016	7	15738	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	Hospital Operations and Patient Support Service - Human Resource Management Unit/Public Assistance and Complaints Desk
29	Administrative Assistant I	OSEC-DOHB-ADAS1-150017-2016	7	15738	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 - Health Information Management Unit
30	Administrative Assistant I	OSEC-DOHB-ADAS1-150008-2016	7	15738	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 - Pharmacy Unit
31	Administrative Assistant I	OSEC-DOHB-ADAS1-150051-2014	7	15738	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 - Laboratory Unit
32	Nursing Attendant I	OSEC-DOHB-NATT1-150003-1998	4	13214	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
33	Nursing Attendant I	OSEC-DOHB-NATT1-150007-1998	4	13214	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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34	Nursing Attendant I	OSEC-DOHB-NATT1-150013-1998	4	13214	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
35	Nursing Attendant I	OSEC-DOHB-NATT1-150015-1998	4	13214	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
36	Nursing Attendant I	OSEC-DOHB-NATT1-150014-1998	4	13214	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
37	Nursing Attendant I	OSEC-DOHB-NATT1-150049-2014	4	13214	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 28 JUN 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/rating/license; and
4. Photocopy of Transcript of Records.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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



Instructions to Applicants:

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

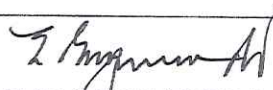
For Entry Level Positions:

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	June 20, 2019
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 _____

MMH-HRM-04-06-00