



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2019-006

Publication June 21, 2019

Request for Publication of Vacant Positions

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 21 2019 10:04 AM

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 | Chief Administrative Officer | OSEC-DOHB-CADOF-150022-2013 | 24 | 83406 | Master's degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory / management learning and development intervention undertaken within the last 5 years | 4 years of supervisory / management 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 Administrative Officer |
| 2 | Computer Maintenance Technologist III | OSEC-DOHB-CTMT3-150067-2016 | 17 | 36942 | Bachelor's Degree relevant to the job (preferably graduate of Computer Engineering or Information Technology) | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility | Has in-depth knowledge in PC Hardware, Software, Windows OS, MS Office Suites, FTP, TCP/IP (Networking Essentials, and Installation and configuration of both Hardware and Software 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 Assistant I | OSEC-DOHB-ADAS1-150037-2015 | 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 - Occupational Therapy Unit |

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 JUN 20 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@mnh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Department of Health
 Central Luzon Center for Health Development
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 | July 01, 2019 |
| Written Examination | until further notice |
| Neuro-psychiatric Screening of Pre-Qualified applicants | By appointment |

Vincent A. Isip
VINCENT A. ISIP
 Officer-in-charge, HOPSS

/LJMP *[Signature]*

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

MMH-HRM-04-06-00