



Department of Health  
Regional Office No. 3

**MARIVELES MENTAL HOSPITAL**

# Bulletin of Vacancies 2019-007

Publication July 04, 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)

MMH RECEIVING  
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DATE: JUL 04 2019 TIME: 4:40 PM

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

*Lea Jean M. Payong*  
LEA JEAN M. PAYONG, MBA  
Supervising 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	Nutritionist-Dietitian II	OSEC-DOHB-ND2-150183-2016	15	30531	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	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 - Nutrition and Dietetics 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 **14 JUL 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](http://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*  
 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.



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:


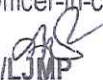
For Entry Level Positions:

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 14, 2019
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment

  
**VINCENT A. ISIP**  
 Officer-in-charge, HOPSS  


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