



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2020-001

Publication January 03, 2020


Republic of the Philippines
DEPARTMENT OF HEALTH
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 DEPARTMENT OF HEALTH in the CSC website:

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LEA-JEAN M. PAYONG, MBA
Supervising Administrative Officer
Date: 29 Dec'19

| 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 | Nurse II | OSEC-DOHB-NURS2-150099-2016 | 15 | 30531 | Bachelor of Science in Nursing with 15 units towards MAN | 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 | Nursing Service |
| 2 | Nurse II | OSEC-DOHB-NURS2-150122-2016 | 15 | 30531 | Bachelor of Science in Nursing with 15 units towards MAN | 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 | Nursing Service |
| 3 | Nurse II | OSEC-DOHB-NURS2-150131-2016 | 15 | 30531 | Bachelor of Science in Nursing with 15 units towards MAN | 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 | Nursing Service |
| 4 | Nurse I | OSEC-DOHB-NURS1-150064-2015 | 11 | 20754 | Bachelor of Science 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-NURS1-150087-2016 | 11 | 20754 | Bachelor of Science 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-NURS1-150088-2016 | 11 | 20754 | Bachelor of Science 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-NURS1-150115-2014 | 11 | 20754 | Bachelor of Science 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 | Administrative Officer I | OSEC-DOHB-ADOF1-150050-2016 | 10 | 19233 | 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 | Finance Service |
| 9 | Administrative Assistant I | OSEC-DOHB-ADAS1-150023-2016 | 7 | 15738 | Completion of two-year 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 | Office of the Chief of Hospital - Planning Unit |

| 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) | |
| 10 | Administrative Assistant I | OSEC-DOHB-ADAS1-150049-2014 | 7 | 15738 | Completion of two-year 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 | Office of the Chief of Hospital - Professional Education and Training Unit |

JAN 13 2020

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) 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 Diploma and 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

OFFICE OF THE CHIEF OF HOSPITAL
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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 the last rating period
4. Certificate of Trainings
5. Photocopy of License / CS Eligibility (if applicable)

| | |
|---|----------------------|
| Deadline of Submission | January 13, 2020 |
| Written Examination | until further notice |
| Neuro-psychiatric Screening of Pre-Qualified applicants | By appointment |


VINCENT A. ISIP
 Officer-in-charge, HOPSS

 LJMP

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

MMH-HRM-04-06-00