



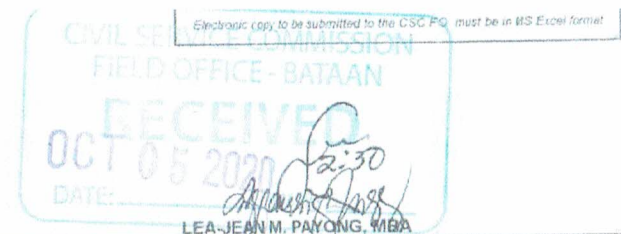
Department of Health  
Regional Office No. 3

**MARIVELES MENTAL HOSPITAL**

# Bulletin of Vacancies 2020-005

Publication October 05, 2020

Republic of the Philippines  
**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**  
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 MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL in the CSC website:

Date: 15 Oct. 2020

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 Specialist II Part Time	OSEC-DOHB-MDSFT2-150082-2016	23	37679.50	Doctor of Medicine with Certificate as Fellow and/or Diplomate of the relevant accredited speciality society and/or a doctor who has passed the DOH Medical Specialist Examination	8 hours of relevant training	2 years of relevant experience as MS I or related experiences	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
2	Medical Officer III	OSEC-DOHB-MDOF3-150013-2010	21	59353	Doctor of Medicine	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
3	Medical Officer III	OSEC-DOHB-MDOF3-150024-2013	21	59353	Doctor of Medicine	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service
4	Nurse IV	OSEC-DOHB-NUR4-150001-2003	20	52703	Bachelor of Science in Nursing with at least 24 units towards MAN	40 hours of relevant training	2 years of relevant experience as Senior Nurse	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Nursing Service
5	Dentist II	OSEC-DOHB-DENT2-150001-1998	17	38464	Doctor of Dental Medicine or Dental Surgery	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 - Dental Unit
6	Nurse II	OSEC-DOHB-NUR2-150164-2016	17	38464	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
7	Nurse II	OSEC-DOHB-NUR2-150168-2016	17	38464	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
8	Nurse I	OSEC-DOHB-NUR1-150065-2015	15	32053	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
	Nurse I	OSEC-DOHB-NUR1-150131-2016	15	32053	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		
10	Nurse I	OSEC-DOHB-NUR1-150133-2016	15	32053	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-NUR1-150149-2016	15	32053	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	Administrative Officer I	OSEC-DOHB-ADOF 1-150056-2016	10	20219	Bachelors 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/ Hospital Operations and Patient Support/ Medical Service/ Nursing Service/ Office of the Chief of Hospital
13	Administrative Assistant III	OSEC-DOHB-ADAS3-150043-2014	9	18784	Completion of two years 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/ Hospital Operations and Patient Support/ Medical Service/ Nursing Service/ Office of the Chief of Hospital
14	Administrative Assistant II	OSEC-DOHB-ADAS2-150026-2016	8	17505	Completion of two years 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	Hospital Operations and Patient Support Service - Human Resource Management Unit
15	Administrative Assistant II	OSEC-DOHB-ADAS2-150030-2016	8	17505	Completion of two years 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/ Hospital Operations and Patient Support/ Medical Service/ Nursing Service/ Office of the Chief of Hospital
16	Administrative Assistant I	OSEC-DOHB-ADAS1-150018-2016	7	16458	Completion of two years studies in College	None required	None required	Relevant MC 11 s. 1996 / Audio-Visual Equipment Operator III	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Office of the Chief of Hospital - Integrated Hospital Management Program
17	Occupational Therapy Technician I	OSEC-DOHB-OTT1-150002-1998	6	15524	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
18	Cook II	OSEC-DOHB-COK2-150027-2013	5	14641	Elementary School Graduate	None required	None required	None required (MC 11 s. 96 Cat III)	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Nutrition and Dietetics Unit

Mariveles Mental Wellness and General Hospital is committed to, and supports Equal Employment Opportunity Principle.

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 15 October 2020

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, MD, FPPA

Chief of Hospital II

P. Monroe St., Poblacion, Mariveles, Bataan

[mmwgh.recruitment@gmail.com](mailto:mmwgh.recruitment@gmail.com)

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, FPPA  
 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	October 15, 2020
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment

*Vincent A. Isip*  
**VINCENT A. ISIP**  
 OIC- HOPSS  
*afg*  
 /LJMP

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

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