



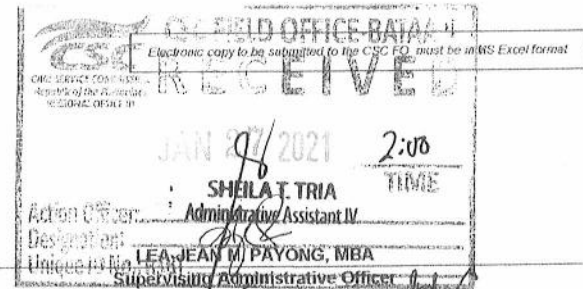
Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2021-001

Publication January 27, 2021

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: 27 Jan 2021

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-MDOF4-150221-2016	23	75359	Doctor of Medicine	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	Medical Officer IV	OSEC-DOHB-MDOF4-150223-2016	23	75359	Doctor of Medicine	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
3	Medical Officer IV (Anticipated)	OSEC-DOHB-MDOF4-150230-2016	23	75359	Doctor of Medicine	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
4	Medical Specialist II (Anticipated)	OSEC-DOHB-MDSP2-150232-2016	23	75359	Doctor of Medicine	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
5	Medical Specialist II Part Time	OSEC-DOHB-MDSPT2-150081-2016	23	75359	Doctor of Medicine	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
6	Nutritionist-Dietitian V	OSEC-DOHB-ND5-150213-2016	22	66867	Bachelor's degree Major in Nutrition, Dietetics or Community Nutrition	16 hours relevant training	3 years 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
7	Administrative Assistant I	OSEC-DOHB-ADAS1-150011-2016	7	16458	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Data Encoder (MC 11, s. 1996 - Cat I) 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
8	Administrative Assistant I (Anticipated)	OSEC-DOHB-ADAS1-150012-2016	7	16458	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	Nursing Service
9	Administrative Assistant I	OSEC-DOHB-ADAS1-150014-2016	7	16458	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Data Encoder (MC 11, s. 1996 - Cat I) First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Nutrition-Dietetics 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-ADAS1-150016-2016	7	16458	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Data Encoder (MC 11, s. 1996 - Cat I) 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
11	Administrative Assistant I / Audio-Visual Equipment Operator III	OSEC-DOHB-ADAS1-150018-2016	7	16458	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Relevant MC No. 10, s. 2013-Cat. II	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
12	Administrative Assistant I	OSEC-DOHB-ADAS1-150051-2014	7	16458	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub-professional) Data Encoder (MC 11, s. 1996 - Cat I) First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Laboratory 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

FEB 08 2021

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. Certificate of Residency/Diplomate/Fellow (if applicable)
6. Photocopy of License / CS Eligibility (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)

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

