



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

## Bulletin of Vacancies 2021-005

Publication November 10, 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:

*LEA JEAN M. PAYONG, MBA*  
Supervising Administrative Officer  
Date: **NOV 10 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	Engineer II	OSEC-DOHB-ENG2-150174-2021	16	36628	Bachelor's degree in Engineering relevant to the job	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	Office of the Chief of Hospital - Integrated Hospital Operations and Management Program
2	Training Assistant	OSEC-DOHB-TRNA-150038-2016	8	18251	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	Office of the Chief of Hospital -Professional Education and Training Unit
3	Administrative Assistant I	OSEC-DOHB-ADAS1-150011-2016	7	17179	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

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 **NOV 20 2021**.

For Entry Level Positions:

- Letter of Intent addressed to:  
**Maria Lourdes L. Evangelista, MD, FPPA**  
Chief of Hospital II  
Mariveles Mental Hospital  
Mariveles, Bataan
- Personal Data Sheet with additional Work Experience Sheet
- Diploma
- Transcript of Records
- PRC Certification and Board Rating (if applicable)
- Certificate of Residency/Diplomate/Fellow (if applicable)
- 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.

- Letter of Intent
- Updated Personal Data Sheet with additional Work Experience Sheet
- Performance Evaluation (IPCR) for the last rating period
- Certificate of Trainings
- Photocopy of License / CS Eligibility (if applicable)

**NOV 10 2021 10:35 pm**  
SHEILA T. TRIA  
Administrative Assistant IV



QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

*S*

MARIA LOURDES L. EVANGELISTA, MD, FPPA

Chief of Hospital II

P. Monroe St., Poblacion, Mariveles, Bataan

[mmwgh.recruitment2@gmail.com](mailto:mmwgh.recruitment2@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

NOV 10 2021

10:35 pm

*S*  
SHEILA S. TRIA  
Administrative Assistant IV