



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2022-002

Publication March 09, 2022

Republic of the Philippines  
**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

**RECEIVED**

MAR 09 2022

KARL JORDAN M. AQUINO  
Administrative Aide

LEA JEAN M. PAYONG, MBA  
Supervising Administrative Officer

Date: MAR 09 2022

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:

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	Chief Administrative Officer	OSEC-DOHB-CADOF-150022-2013	24	88410	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional) Second Level Eligibility	Leadership Competencies: Building Collaborative and Inclusive Working Relationship, Leading Change, Managing Performance and Coaching for Results. Thinking Strategically and Creatively Technical Competencies: Achieving High Standards, Management Acumen, Performance Management Standards, Planning, Organizing and Delivering, Preparation of Budget Plans and Annual Budget Submissions	Hospital Operations and Patient Support Service - Office of the Chief Administrative Officer
2	Attorney IV Part Time	OSEC-DOHB-ATYPT4-150001-2018	23	39227.5	Bachelor of Laws	8 hours relevant training	2 years relevant experience	RA 1080	Contract Management, Decision Quality, Government and Departmental Policies and Procedures, Legal Proficiency, Research and Analysis, Technical Consulting	Office of the Medical Center Chief - Legal Unit
3	Administrative Officer V	OSEC-DOHB-ADOF5-150068-2016	18	45203	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Accounting Proficiency, Benefits, Compensation and Welfare Management, Data Recording and Reporting, Government Accounting and Budgeting, Government and Departmental Policies and Procedures, Records Management	Finance Service - Billing Unit

MMWGH is committed to, and supports Equal Employment Opportunity Principle. This office does not discriminate on the account of age, sex, sexual orientation and gender identity, civil status, religion, disability, ethnicity, or political affiliation. We welcome all interested and qualified applicants.

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 MAR 19 2022.

**For Entry Level Positions:**

- Letter of Intent addressed to:  
**Maria Lourdes L. Evangelista, MD, FPPA**  
**Medical Center Chief II**  
**Mariveles Mental Wellness and General Hospital**  
**Mariveles, Bataan**
- Personal Data Sheet with additional Work Experience Sheet
- Diploma
- Transcript of Records
- 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**

Medical Center Chief II

VAI

P. Monroe St., Poblacion, Mariveles, Bataan

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

