



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2022-003

Publication March 29, 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

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

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	Accountant III	OSEC-DOHB-A3-150044-2014	19	49835	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Accounting Proficiency • Attention to Details • Data Recording and Reporting • Government Accounting and Budgeting • Government and Departmental Policies and Procedures • Preparation of Budget Plans and Annual Budget Submissions	Finance Service - Accounting Unit
2	Accountant III	OSEC-DOHB-A3-150184-2021	19	49835	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Accounting Proficiency • Attention to Details • Data Recording and Reporting • Government Accounting and Budgeting • Government and Departmental Policies and Procedures • Preparation of Budget Plans and Annual Budget Submissions	Finance Service - Accounting Unit
3	Administrative Officer II	OSEC-DOHB-ADOF2-150060-2021	11	25439	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Technical Competencies: • Accounting Proficiency • Attention to Details • Cash Management • Computer Skills • Data Recording and Reporting • Managing Work • Providing Support and Services	Finance Service - Billing Unit
4	Administrative Officer II	OSEC-DOHB-ADOF2-150061-2021	11	25439	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Technical Competencies: • Computer Skills • Diversity Management • Equipment, Materials and Supplies Management • Managing Work • Providing Support and Services • Records Management	Finance Service - Billing Unit
5	Administrative Officer II	OSEC-DOHB-ADOF2-150062-2021	11	25439	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Technical Competencies: • Computer Skills • Diversity Management • Equipment, Materials and Supplies Management • Managing Work • Providing Support and Services • Records Management	Department of Health Central Office

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6	Administrative Officer II	OSEC-DOHB-ADOF2-150063-2021	11	25439	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Planning, Organizing and Delivering</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Hospital Operations and Patient Support Service - Public Assistance and Complaints Desk
7	Administrative Assistant III	OSEC-DOHB-ADAS3-150029-2021	9	20402	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Office of the Medical Center Chief - Office of the Strategy Management
8	Administrative Assistant II	OSEC-DOHB-ADAS2-150060-2014	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Department of Health Central Office
9	Administrative Assistant II	OSEC-DOHB-ADAS2-150048-2015	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Office of the Medical Center Chief
10	Administrative Assistant II	OSEC-DOHB-ADAS2-150024-2016	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Office of the Medical Center Chief
11	Administrative Assistant II	OSEC-DOHB-ADAS2-150026-2016	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Accounting Proficiency</li> <li>• Attention to Details</li> <li>• Data Recording and Reporting</li> <li>• Government Accounting and Budgeting</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Providing Support and Services</li> </ul>	Finance Service - Accounting Unit
12	Administrative Assistant II	OSEC-DOHB-ADAS2-150027-2016	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Accounting Proficiency</li> <li>• Attention to Details</li> <li>• Benefits, Compensation and Welfare Management</li> <li>• Data Recording and Reporting</li> <li>• Government Accounting and Budgeting</li> <li>• Government and Departmental Policies and Procedures</li> </ul>	Finance Service - Billing Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Administrative Assistant II	OSEC-DOHB-ADAS2-150028-2016	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Benefits, Compensation and Welfare Management</li> <li>Data Recording and Reporting</li> <li>Manpower Acquisition and Development</li> <li>Performance Management Standards</li> <li>Providing Support and Services</li> <li>Training Program Administration</li> </ul>	Hospital Operations and Patient Support Service - Human Resource Management Unit
14	Administrative Assistant II	OSEC-DOHB-ADAS2-150193-2021	8	18998	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Attention to Details</li> <li>Government and Departmental Policies and Procedures</li> <li>Managing Work</li> <li>Procurement Planning and Management</li> <li>Providing Support and Services</li> <li>Records Management</li> </ul>	Hospital Operations and Patient Support Service - Procurement Unit
15	Hospital Housekeeper	OSEC-DOHB-HHKPER-150025-2021	8	18998	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC No. 10, S. 2013. Cat III)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Achieving High Standards</li> <li>Attention to Details</li> <li>Energy to Work</li> <li>Occupational Safety and Health Knowledge</li> <li>Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
16	Hospital Housekeeper	OSEC-DOHB-HHKPER-150026-2021	8	18998	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC No. 10, S. 2013. Cat III)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Achieving High Standards</li> <li>Attention to Details</li> <li>Energy to Work</li> <li>Occupational Safety and Health Knowledge</li> <li>Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
17	Hospital Housekeeper	OSEC-DOHB-HHKPER-150027-2021	8	18998	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC No. 10, S. 2013. Cat III)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Achieving High Standards</li> <li>Attention to Details</li> <li>Energy to Work</li> <li>Occupational Safety and Health Knowledge</li> <li>Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
18	Hospital Housekeeper	OSEC-DOHB-HHKPER-150028-2021	8	18998	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC No. 10, S. 2013. Cat III)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Achieving High Standards</li> <li>Attention to Details</li> <li>Energy to Work</li> <li>Occupational Safety and Health Knowledge</li> <li>Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
19	Training Assistant	OSEC-DOHB-TRNA-150038-2016	8	18998	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>Diversity Management</li> <li>Learning and Development</li> <li>Learning Facilitation</li> <li>Managing Work</li> <li>Providing Support and Services</li> <li>Training Program Administration</li> </ul>	Office of the Chief of Hospital -Professional Education and Training Unit

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20	Administrative Assistant I	OSEC-DOHB-ADAS1-150050-2014	7	17899	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Department of Health Central Office
21	Administrative Assistant I	OSEC-DOHB-ADAS1-150008-2016	7	17899	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Office of the Medical Center Chief - Infection, Prevention and Control Committee
22	Administrative Assistant I	OSEC-DOHB-ADAS1-150020-2016	7	17899	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Medical Service - Psychology Unit
23	Administrative Aide VI	OSEC-DOHB-ADA6-150038-2014	6	16877	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Data Recording and Reporting</li> <li>• Energy to Work</li> <li>• Facility and Equipment Maintenance</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
24	Administrative Aide VI / Air-Conditioning Technician I	OSEC-DOHB-ADA6-150006-2004	6	16877	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Air-Conditioning / Refrigeration Technician (MC No. 10, s. 2013-Cat. II)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Data Recording and Reporting</li> <li>• Energy to Work</li> <li>• Facility and Equipment Maintenance</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
25	Administrative Aide V / Carpenter II	OSEC-DOHB-ADA5-150042-2014	5	15909	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, S. 2013-Cat. II)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Energy to Work</li> <li>• Facility and Equipment Maintenance</li> <li>• Managing Work</li> <li>• Occupational Safety and Health Knowledge</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
26	Administrative Aide IV	OSEC-DOHB-ADA4-150008-2004	4	14993	Elementary School Graduate	None required	None required	None required (MC No. 10, S. 2013 - Cat III)	<ul style="list-style-type: none"> <li>Technical Competencies:</li> <li>• Attention to Details</li> <li>• Data Recording and Reporting</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Materials Management Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
27	Administrative Aide IV	OSEC-DOHB-ADA4-150008-2021	4	14993	Elementary School Graduate	None required	None required	None required (MC No. 10, S. 2013 - Cat III)	<ul style="list-style-type: none"> <li>• Attention to Details</li> <li>• Data Recording and Reporting</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Materials Management Unit
28	Administrative Aide III	OSEC-DOHB-ADA3-150040-2014	3	14125	Must be able to read and write	None required	None required	None required (MC No 10, s. 2013-Cat III)	<ul style="list-style-type: none"> <li>• Energy to Work</li> <li>• Facility and Equipment Maintenance</li> <li>• Managing Work</li> <li>• Occupational Safety and Health Knowledge</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
29	Laundry Worker II	OSEC-DOHB-LAW2-150002-2021	3	14125	Must be able to read and write	None required	None required	None required (MC No 10, s. 2013-Cat III)	<ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Data Recording and Reporting</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Procurement Planning and Management</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
30	Laundry Worker II	OSEC-DOHB-LAW2-150003-2021	3	14125	Must be able to read and write	None required	None required	None required (MC No 10, s. 2013-Cat III)	<ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Data Recording and Reporting</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Procurement Planning and Management</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
31	Seamstress	OSEC-DOHB-SEAM-150001-2021	2	13305	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	<ul style="list-style-type: none"> <li>• Attention to Details</li> <li>• Energy to Work</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management 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 APR 08 2022.

**For Entry Level Positions:**

1. Letter of Intent addressed to:  
**Maria Lourdes L. Evangelista, MD, FPPA**  
**Medical Center Chief II**  
**Mariveles Mental Wellness and General 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**  
 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.**

