



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2022-008

Publication September 02, 2022

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
LEA-JEAN M. PAYONG, MPA
Supervising Administrative Officer
Date: **SEP 02 2022**

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	Administrative Assistant II (Accounting Clerk III)	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	Technical Competencies: • Accounting Proficiency • Attention to Details • Data Recording and Reporting • Government Accounting and Budgeting • Government and Departmental Policies and Procedures • Providing Support and Services	Finance Service - Accounting Unit

SEP 2 2022 3:2K
JELICA BEA A. JAPITANA
Administrative Aide VI

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)	
2	Medical Equipment Technician I	OSEC-DOHB- MEQT1-150006- 2015	6	16877	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	None required (MC 10, s. 2013 - Cat II)	Technical Competencies: Computer Skills, Data Recording and Reporting, Facility and Equipment Maintenance, Operating Medical Machines, Equipment and Tools	Office of the Medical Center Chief - Healthcare Technology Management Section

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 SEP 12 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)
- 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)

QUALIFIED APPLICANTS are advised to hand in their application at Mariveles Mental Wellness and General Hospital from Monday- Friday, 8am-5pm or send through courier addressed to:


MARIA LOURDES L. EVANGELISTA, MD, FPPA
Medical Center Chief II
Mariveles Mental Wellness and General Hospital
P. Monroe St., Poblacion, Mariveles, Bataan

SEP 12 2022 3:25
JELICA BEA A. JAPITANA
Administrative Aide VI