



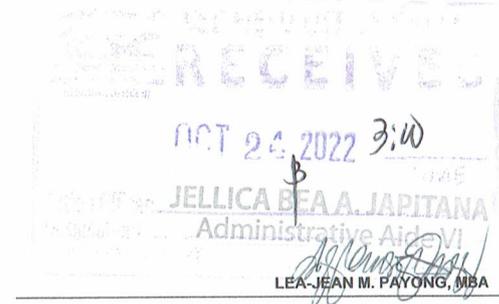
Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2022-011

Publication October 24, 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:

Supervising Administrative Officer

Date:

OCT 24 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	Attorney IV Part Time	OSEC-DOHB-ATYPT4-150001-2018	23	₱ 39,227.50	Bachelor of Laws	8 hours relevant training	2 years relevant experience	RA 1080	Technical Competencies: • Contract Management • Decision Quality • Government and Departmental Policies and Procedures • Legal Proficiency • Research and Analysis • Technical Consulting • Knowledgeable in RA 9184	Office of the Medical Center Chief - Legal 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)	
2	Training Assistant	OSEC-DOHB-TRNA-150038-2015	8	₱ 18,998.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Diversity Management • Learning and Development • Learning Facilitation • Managing Work • Providing Support and Services • Training Program Administration	Office of the Medical Center Chief - Professional Education and Training Unit
3	Training Assistant	OSEC-DOHB-TRNA-150038-2016	8	₱ 18,998.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Diversity Management • Learning and Development • Learning Facilitation • Managing Work • Providing Support and Services • Training Program Administration	Office of the Medical Center Chief - Professional Education and Training Unit

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JELICA BEA A. JAPITANA
Administrative Aide VI

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 NOV 03 2022.

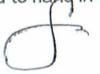
For Entry Level Positions:

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 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 VAI

Mariveles Mental Wellness and General Hospital

P. Monroe St., Poblacion, Mariveles, Bataan

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

