



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2023-001

Publication January 05, 2023

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:

CSC FIELD OFFICE-BATAAN
RECEIVED
JAN 06 2023
SHEILA T. TRIA
Administrative Assistant IV
Date: JAN 04 2023
Supervising Administrative Officer
LEA JEAN M. BAYONG (MBA)
JAN 05 2023

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	Hospital Housekeeper	OSEC-DOHB-HHKPER-150028-2021	8	₱ 18,998.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC No. 10, S. 2013. Cat III)	Technical Competencies: • Achieving High Standards • Attention to Details • Energy to Work • Occupational Safety and Health Knowledge • Providing Support and Services	Hospital Operations and Patient Support Service - Housekeeping Unit
2	Administrative Aide VI / Air-Conditioning Technician I	OSEC-DOHB-ADA6-150006-2004	6	₱ 16,877.00	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)	Technical Competencies: • Data Recording and Reporting • Energy to Work • Facility and Equipment Maintenance • Managing Work • Providing Support and Services • Records Management	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salar y/ Job/ Pay Grad e	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Administrative Aide V / Carpenter II	OSEC-DOHB-ADA5-150042-2014	5	₱ 15,909.00	Elementary School Graduate	None required	None required	Carpenter (MC No. 10, S. 2013-Cat. II)	Technical Competencies: • Energy to Work • Facility and Equipment Maintenance • Managing Work • Occupational Safety and Health Knowledge • Providing Support and Services	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

~~JAN 14 2023~~ JAN 15 2023



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

NAI

Mariveles Mental Wellness and General Hospital

P. Monroe St., Poblacion, Mariveles, Bataan

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.