



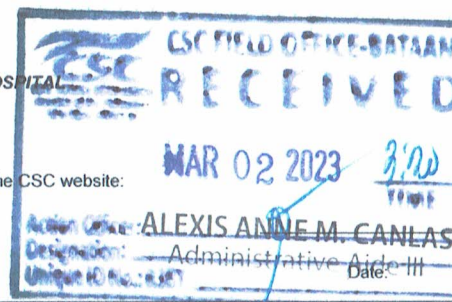
Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2023-004

Publication March 02, 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

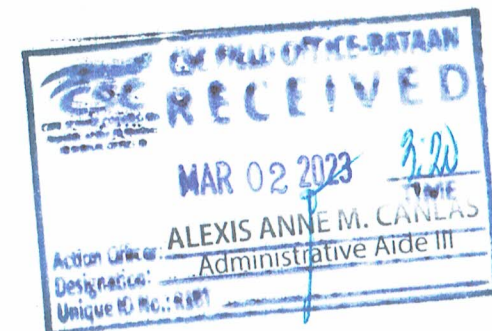
To: CIVIL SERVICE COMMISSION (CSC)

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:

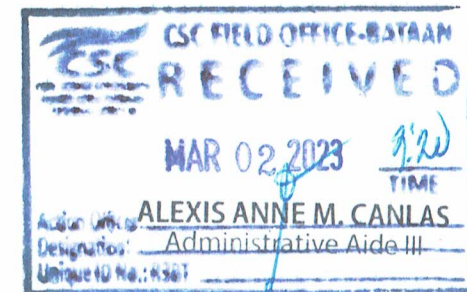
*Lea Jean M. Payong*  
LEA-JEAN M. PAYONG, MBA  
Supervising Administrative Officer  
MAR 02 2023

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	Medical Officer IV	OSEC-DOHB- MDOF4-150230- 2016	23	₱ 80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Attention to Details • Biomedical/Biobehavioral Research Expertise • Building Relationship with Stakeholders • Case Management • Continuous Development • Data Recording and Reporting • Diversity Management • Government and Departmental Policies and Procedures • Health Promotion and Health Education • Learning Facilitation • Medical Knowledge • Operating Medical Machines, Equipment and Tools • Patient-Centered Care • People Management • Planning, Organizing and Delivering • Research and Analysis • Risk Management • Technical Consulting	General Medical Service - Internal Medicine (Allergy, Asthma, and Immunology)
2	Medical Officer III	OSEC-DOHB- MDOF3-150195- 2016	21	₱ 63,997.00	Doctor of Medicine	None required	None required	RA 1080	Technical Competencies: Achieving High Standards, Attention to Details, Biomedical/Biobehavioral Research Expertise, Case Management, Data Recording and Reporting, Diversity Management, Medical Knowledge, Operating Medical Machines, Equipment and Tools, Patient-Centered Care, People Management, Planning, Organizing and Delivering, Research and Analysis, Technical Consulting	General Medical Service

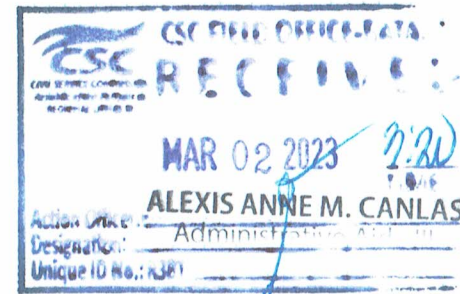
3	Supervising Administrative Officer (Administrative Officer IV)	OSEC-DOHB-SADOF-150037-2014	22	₱ 71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards;</li> <li>• Contract Management;</li> <li>• Government and Departmental Policies and Procedures;</li> <li>• Planning, Organizing and Delivering;</li> <li>• Procurement Planning and Management;</li> <li>• Records Management</li> </ul>	Hospital Operations and Patient Support Service - Procurement Unit
4	Administrative Officer IV (Administrative Officer II)	OSEC-DOHB-ADOF4-150043-2014	15	₱ 36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <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>• Preparation of Budget Plans and Annual Budget Submissions</li> </ul>	Finance Service - Accounting Unit



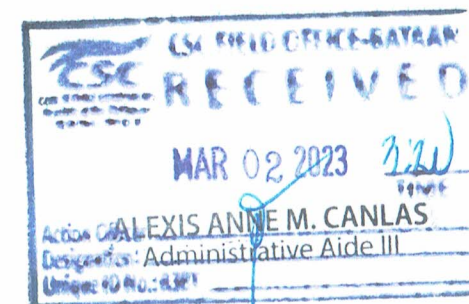
5	Administrative Officer III (Cashier II)	OSEC-DOHB-ADOF3-150065-2016	14	₱ 33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Accounting Proficiency; • Attention to Details; • Cash Management; • Data Recording and Reporting; • Managing Work; • Planning, Organizing and Delivering	Finance Service - Cash Unit
6	Administrative Officer II (Administrative Officer I)	OSEC-DOHB-ADOF2-150012-2015	11	₱ 27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	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



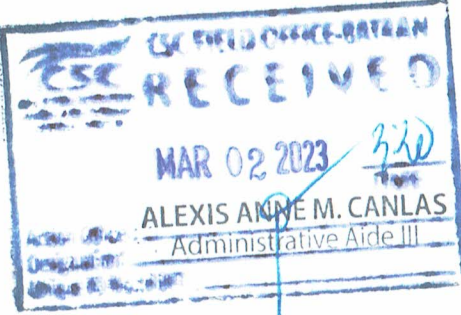
7	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150060-2014	8	₱ 19,744.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <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 - Health Facility Development Section
8	Occupational Therapy Technician II	OSEC-DOHB-OTT2-150001-2003	8	₱ 19,744.00	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: <ul style="list-style-type: none"> <li>• Building Relationship with Stakeholders;</li> <li>• Data Recording and Reporting;</li> <li>• Diversity Management;</li> <li>• Planning, Organizing and Delivering;</li> <li>• Providing Support and Services;</li> <li>• Respecting and Caring for Patients</li> </ul>	Medical Service - Occupational Therapy Unit



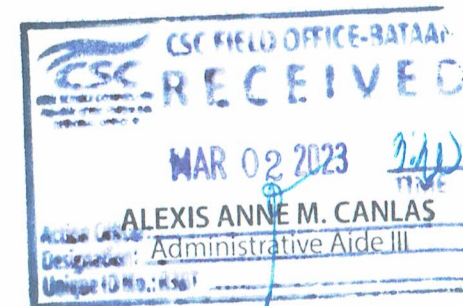
9	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150050-2014	7	₱ 18,620.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Department of Health Central Office
10	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-150013-2016	7	₱ 18,620.00	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Finance Service - Accounting Unit



11	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150023-2016	7	₱ 18,620.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Hospital Operations and Patient Support Service - Human Resource Management Unit
12	Administrative Aide V (Plumber II)	OSEC-DOHB-ADA5-150044-2014	5	₱ 16,543.00	Elementary School Graduate	None required	None required	Plumber (MC No. 10, S. 2013 - Cat II)	Technical Competencies: <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 - Engineering Facilities Management Unit

  
 FSC FIELD OFFICE - BATANGAS  
**RECEIVED**  
 MAR 02 2023  
 ALEXIS ANNE M. CANLAS  
 Administrative Aide III

13	Laundry Worker II	OSEC-DOHB-LAW2-150007-2015	3	₱ 14,678.00	Must be able to read and write	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: <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 - Linen and Laundry Unit
14	Seamstress	OSEC-DOHB-SEAM-150011-2015	2	₱ 13,819.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: <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 - Linen and Laundry 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 13 2023.

**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 / Transfer:** 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 *NAI*  
Mariveles Mental Wellness and General Hospital  
P. Monroe St., Poblacion, Mariveles, Bataan *mm*

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

