



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2023-008

Publication June 22, 2023

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:

JUN 22 2023 1:30
SHEILA T. TRIA
Administrative Assistant IV

Lea Jean M. Payong
LEA JEAN M. PAYONG, MBA

Supervising Administrative Officer *edw*
JUN 22 2023

Date:

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	Social Welfare Officer II	OSEC-DOHB-SOCWO2-150187-2016	15	₱ 36,619.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Technical Competencies: • Diversity Management • Equipment, Materials and Supplies Management • Operating Medical Machines, Equipment and Tools • Providing Support and Services • Records Management, Respecting and Caring for Patients	Medical Service - Medical Social Work 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 JUL 02 2023

For Entry Level Positions:

1. Letter of Intent addressed to:

CORAZON I. FLORES, MD, MPH, CESO IV
Director IV
Mariveles Mental Wellness and General Hospital
Mariveles, Bataan
LEA-JEAN M. PAYONG, MBA
Supervising Administrative Officer, HRMU

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)

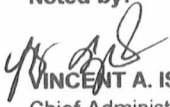
QUALIFIED APPLICANTS are advised to hand in their application at Mariveles Mental Wellness and General Hospital from Monday- Friday, 8am-5pm or send through courier addressed to:

Human Resource Management Unit

Mariveles Mental Wellness and General Hospital

P. Monroe St., Poblacion, Mariveles, Bataan

Noted by:



VINCENT A. ISIP, MPA

Chief Administrative Officer

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.