



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

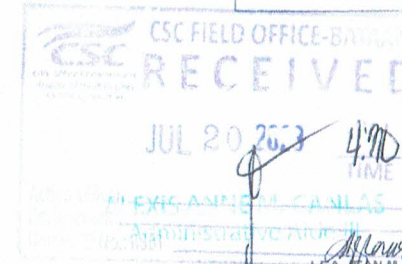
Bulletin of Vacancies 2023-011

Publication July 20, 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.



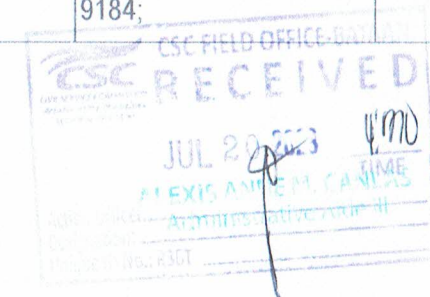
Supervising Administrative Officer *[Signature]*

Date:

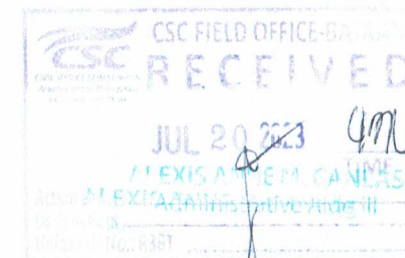
JUL 20 2023

| 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 | Supervising Administrative Officer (Administrative Officer IV) | OSEC-DOHB-SADOF-150039-2014 | 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: • Accounting Proficiency; • Attention to Details; • Cash Management; • Data Recording and Reporting; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures; • Planning, Organizing and Delivering | Finance Service - Billing and Claims Unit |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 2 | Administrative Officer IV (Budget Officer II) | OSEC-DOHB-ADOF4-150041-2014 | 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: • Accounting Proficiency; • Data Recording and Reporting; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures; • Preparation of Budget Plans and Annual Budget Submissions; • Providing Support and Services; | Finance Service - Budget Unit |
| 3 | Administrative Officer III (Supply Officer II) | OSEC-DOHB-ADOF3-150011-2015 | 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: • Attention to Details; • Government and Departmental Policies and Procedures; • Managing Work; • Procurement Planning and Management; • Providing Support and Services; • Records Management; • Knowledgeable in RA 9184; | Hospital Operations and Patient Support Service - Procurement Unit |



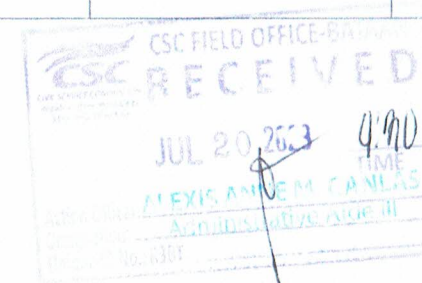
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| 4 | Administrative Officer III (Records Officer II) | OSEC-DOHB-ADOF3-150003-2023 | 14 | ₱ 33,843.00 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Case Management • Data Recording and Reporting • Patient-Centered Care • Respecting and Caring for Patients • Therapy, Consulting and Behavioral Assessment | Medical Service - Psychology Unit |
| 5 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150051-2016 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Computer Skills; • Diversity Management; • Equipment, Materials and Supplies Management; • Managing Work; • Providing Support and Services; • Records Management | Office of the Medical Center Chief - Health Facility Development Section |



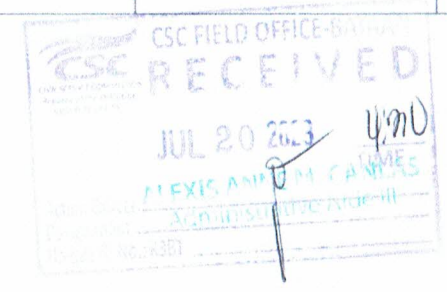
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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 6 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150001-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Case Management; • Data Recording and Reporting ; • Patient-Centered Care; • Respecting and Caring for Patients; • Therapy, Consulting and Behavioral Assessment; | Medical Service - Psychology Unit |
| 7 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150002-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Case Management; • Data Recording and Reporting ; • Patient-Centered Care; • Respecting and Caring for Patients; • Therapy, Consulting and Behavioral Assessment; | Medical Service - Psychology Unit |



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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 8 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150003-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Case Management; • Data Recording and Reporting ; • Patient-Centered Care; • Respecting and Caring for Patients; • Therapy, Consulting and Behavioral Assessment; | Medical Service - Psychology Unit |
| 9 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150004-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Care Management; • Case Management; • Diversity Management; • Medical Knowledge; • Patient-Centered Care; | Medical Service - Occupational Therapy Unit |



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| 10 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150005-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Care Management; • Case Management; • Diversity Management; • Medical Knowledge; • Patient-Centered Care; | Medical Service - Occupational Therapy Unit |
| 11 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150006-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Care Management; • Case Management; • Diversity Management; • Medical Knowledge; • Patient-Centered Care; | Medical Service - Occupational Therapy Unit |

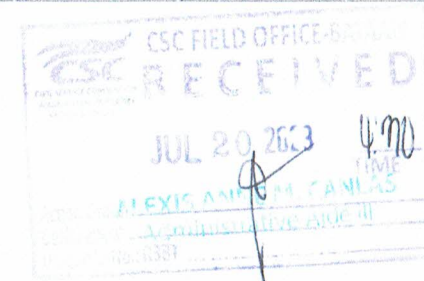


 CSC FIELD OFFICE - BATAAN
 RECEIVED
 JUL 20 2023
 ALEXANDER M. CANALES
 ADMINISTRATIVE OFFICER III

| 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) | |
| 12 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150007-2023 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management; • Respecting and Caring for Patients | Medical Service - Health Information Management Unit |
| 13 | Administrative Officer I (Records Officer I) | OSEC-DOHB-ADOF1-150049-2016 | 10 | ₱ 23,176.00 | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional)/ Second Level Eligibility | Technical Competencies: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management; • Respecting and Caring for Patients | Medical Service - Health Information Management Unit |

CSC FIELD OFFICE - BAYAN
CSC RECEIVED
 JUL 20 2023 4:20
 ALEXIS ANNE M. CANLAS
 III

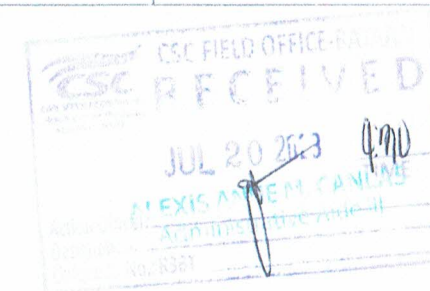
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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 14 | Administrative Assistant III (Secretary II) | OSEC-DOHB-ADAS3-150043-2016 | 9 | ₱ 21,211.00 | Completion of two years studies in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-professional)/ First Level Eligibility | Technical Competencies: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management | Office of the Medical Center Chief |
| 15 | Administrative Assistant III (Secretary II) | OSEC-DOHB-ADAS3-150045-2014 | 9 | ₱ 21,211.00 | 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: • Benefits, Compensation and Welfare Management; • Data Recording and Reporting; • Manpower Acquisition and Development; • Performance Management Standards; • Providing Support and Services; • Training Program Administration | Hospital Operations and Patient Support Service - Human Resource Management Unit |



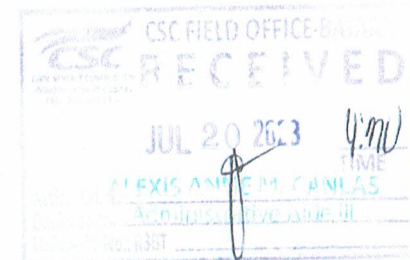
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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 16 | Administrative Assistant II (Clerk IV) | OSEC-DOHB-ADAS2-150032-2016 | 8 | ₱ 19,744.00 | Completion of two years studies in College | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-professional)/ First Level Eligibility | Technical Competencies: • Attention to Details; • Computer Skills; • Data Recording and Reporting; • Drugs and Medicines Management; • Managing Work; • Providing Support and Services; • Records Management | Medical Service - Nutrition and Dietetics Unit |
| 17 | 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: • Building Relationship with Stakeholders; • Data Recording and Reporting; • Diversity Management; • Planning, Organizing and Delivering; • Providing Support and Services; • Respecting and Caring for Patients | Medical Service - Occupational Therapy Unit |



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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 18 | Administrative Assistant I (Secretary I) | OSEC-DOHB-ADAS1-150048-2014 | 7 | ₱ 18,620.00 | Completion of two years studies in College | None required | None required | Career Service (Sub-professional)/ First Level Eligibility | Technical Competencies: • Attention to Details; • Computer Skills; • Data Recording and Reporting; • Government and Departmental Policies and Procedures; • Procurement Planning and Management; • Providing Support and Services; • Records Management | Hospital Operations and Patient Support Service - Procurement Unit |
| 19 | Administrative Assistant I (Secretary I) | OSEC-DOHB-ADAS1-150003-2016 | 7 | ₱ 18,620.00 | Completion of two years studies in College | None required | None required | Career Service (Sub-professional)/ First Level Eligibility | Technical Competencies: • Attention to Details; • Computer Skills; • Data Recording and Reporting; • Government and Departmental Policies and Procedures; • Procurement Planning and Management; • Providing Support and Services; • Records Management | Hospital Operations and Patient Support Service - Procurement Unit |



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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 20 | Administrative Assistant I (Secretary I) | OSEC-DOHB-ADAS1-150007-2016 | 7 | ₱ 18,620.00 | Completion of two years studies in College | None required | None required | Career Service (Sub-professional)/ First Level Eligibility | Technical Competencies: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management | Office of the Medical center Chief - Wellness Unit |



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MMW/GH 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 31 2023.

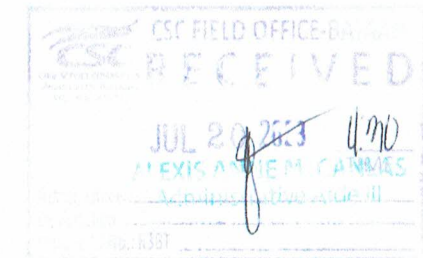
For Entry Level Positions:

1. Letter of intent addressed to:
CORAZON I. FLORES, MD, MPH, CESO IV
Director IV
Mariveles Mental Wellness and General Hospital
Mariveles, Bataan
Thru 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 (PCR) 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

Approved by:

CORAZON I. FLORES, MD, MPH, CESO IV
 Director IV

/VAI

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.