



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

June 30, 2023

DEPARTMENT CIRCULAR

No. 2023-_____

FOR: ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, BUREAUS / SERVICES / REGIONAL DIRECTORS, CHIEFS OF MEDICAL CENTERS / HOSPITALS / SANITARIA / TREATMENT AND REHABILITATION CENTERS, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND ATTACHED AGENCIES, AND ALL OTHERS CONCERNED

SUBJECT: Announcement of Vacancies for Second Level Executive Managerial Positions under the Department of Health

Pursuant to Section VI. B-3 of the Department Order No. 2019-0437 dated October 23, 2019 entitled, “*Internal Recruitment, Selection, and Placement Guidelines for Appointment to First, Second, and Executive/Managerial Positions in the Second Level in the Department of Health (DOH) and its Offices*”, the following second level executive/managerial positions are open for application and evaluation:

DOH Facilities	Positions	SG	Item No.	No. of Pos.
Metro Manila Center for Health Development				
Dr. Jose N. Rodriguez Memorial Hospital	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-30002-2014	1
Las Piñas General Hospital and Satellite Trauma Center	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-30002-2013	1
National Children’s Hospital	Medical Center Chief II	27	OSEC-DOHB-MDC2-8-1998	1
San Lazaro Hospital	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-3-1998	1
Cagayan Valley Center for Health Development				
Batanes General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-120002-2021	1
Ilocos Center for Health Development				
Treatment and Rehabilitation Center- La Union	Chief of Hospital II	25	OSEC-DOHB-CH2-10-2018	1

RECEIVED
 MMH-HRMU
 DATE: 6/30/23
 12:14 PM

Central Luzon Center for Health Development				
Mariveles Mental Wellness and General Hospital	Medical Center Chief II	27	OSEC-DOHB-MDC2-150182-2021	1
CALABARZON Center for Health Development				
Southern Tagalog Regional Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-270026-2020	1
Treatment and Rehabilitation Center- CALABARZON	Chief of Hospital III	26	OSEC-DOHB-CH3-19-2022	1
MIMAROPA Center for Health Development				
Culion Sanitarium and General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-240002-1998	1
Bicol Center for Health Development				
Bicol Region General Hospital and Geriatric Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-390001-2019	1
Central Visayas Center for Health Development				
Eversley Childs Sanitarium and General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-19-2020	1
Treatment and Rehabilitation Center- Argao Cebu	Chief of Hospital III	26	OSEC-DOHB-CH3-2-2014	1
Western Visayas Center for Health Development				
Corazon Locsin Montelibano Memorial Regional Hospital	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-420002-2013	1
Northern Mindanao Center for Health Development				
Camiguin General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-660202-2021	1
CARAGA Center for Health Development				
Siargao Island Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-1020042-2021	1

RECEIVED
 DIVISION OF HEALTH MANAGEMENT
 DATE:

Relative thereto, the following minimum qualification standards are required for all the aforesaid vacant posts:

Criteria	Qualification Standards
Education	<p>Medical Center Chief/ Chief of Hospital: Doctor of Medicine with Diploma of the relevant specialty Board and required training course or Diploma in Masters of Public Health/Hospital Administration</p> <p>Chief of Medical Professional Staff: Doctor of Medicine with certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board</p>
Experience	<p>Medical Center Chief/ Chief of Hospital: Five (5) years of experience in planning, organizing, directing, coordinating, and supervising staff involved in hospital administration or other related work</p> <p>Chief of Hospital III: Six (6) years of experience in planning, organizing, directing, coordinating, and supervising staff involved in hospital administration or other related work</p> <p>Chief of Medical Professional Staff: Five (5) years of experience in planning, organizing, directing, coordinating, and supervising various activities involved in medicine or other related work</p>
Training	<p>One Hundred Twenty (120) hours of supervisory/management learning and development intervention. These should cover all or any of the following Leadership Competencies, viz:</p> <ol style="list-style-type: none"> 1. Building Collaborative and Inclusive Working Relationships Strengthens and deepens partnerships and networks to deliver or enhance work outcomes. 2. Managing Performance and Coaching for Results Monitors the strategic imperatives of the organization and orchestrates teams, work and organizational culture through advanced skills in coaching to achieve performance standard. 3. Leading Change Constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external consultant. 4. Thinking Strategically and Creatively Plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies. 5. Creating and Nurturing a High Performing Organization Creates a culture where teamwork and interdependence are nurtured by facilitating collaboration across organizations.
Eligibility	RA 1080

Further, all qualified next-in-rank are automatically considered applicants for the above-mentioned positions. However, a letter of application is still required and failure to do so shall mean waiving the right to be considered as a prospective candidate to the position. Lastly, only those applicants who passed the initial evaluation shall undergo the written examination and panel interview.

The interested and qualified applicants are advised to submit a Letter of Intent addressed to the DOH Secretary of Health Teodoro J. Herbosa, through Ms. Johanna S. Banzon, Director IV, Health Human Resource Development Bureau. The position being applied for shall be indicated, together with the following documents for initial evaluation, on or before **July 18, 2023**.

1. Six (6) copies of duly accomplished and notarized Personal Data Sheet (CS Form No. 212- Revised 2017) with recent passport size ID pictures and thumb mark affixed on the space provided together with the Work Experience Sheet/resume;
2. Certified true copy of latest Appointment and Service Record;
3. Certified true copy of Certificate of Supervisory/Management trainings, copy of course outline and/or scope of the training;
4. Two (2) authenticated copies of RA 1080 board rating together with authenticated PRC ID;
5. Two (2) copies of Performance Rating for the period of July – December 2022 (Certified True Copy);
6. Marriage Contract/Certificate (Authenticated by Philippine Statistics Authority or Local Civil Registry);
7. Certificate of Live Birth (Authenticated by Philippine Statistics Authority or Local Civil Registry); and
8. Certified True Copy of Certificate as Fellow/Diplomate or Diploma in any relevant Master's Degree.

By Authority of the Secretary of Health

KENNETH G. RONQUILLO, MD, MPH, CESO III
Undersecretary and Chairperson
DOH-Human Resource Merit Promotion and Selection Board for
Third Level and Second Level Executive Managerial Positions