



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2023-015

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:

**SGD**  
**LEA-JEAN M. PAYONG, MBA**  
Supervising Administrative Officer

Date: November 17, 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- MDOF4-150216- 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	Medical Service - Anesthesiology / Surgery

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)	
2	Medical Officer IV	OSEC-DOHB- MDOF4-150225- 2016	23	₱ 80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Attention to Details</li> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Building Relationship with Stakeholders</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Data Recording and Reporting</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Health Promotion and Health Education</li> <li>• Learning Facilitation</li> <li>• Medical Knowledge</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Planning, Organizing and Delivering</li> <li>• Research and Analysis</li> <li>• Risk Management</li> <li>• Technical Consulting</li> </ul>	Medical Service - Anesthesiology / Surgery
3	Medical Officer IV	OSEC-DOHB- MDOF4-150226- 2016	23	₱ 80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Attention to Details</li> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Building Relationship with Stakeholders</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Data Recording and Reporting</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Health Promotion and Health Education</li> <li>• Learning Facilitation</li> <li>• Medical Knowledge</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Planning, Organizing and Delivering</li> <li>• Research and Analysis</li> <li>• Risk Management</li> <li>• Technical Consulting</li> </ul>	Central Luzon Center for Health Development - Regulations, Licensing and Enforcement Division (RLED)

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)	
4	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: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Attention to Details</li> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Building Relationship with Stakeholders</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Data Recording and Reporting</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Health Promotion and Health Education</li> <li>• Learning Facilitation</li> <li>• Medical Knowledge</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Planning, Organizing and Delivering</li> <li>• Research and Analysis</li> <li>• Risk Management</li> <li>• Technical Consulting</li> </ul>	Department of Health Central Office
5	Medical Specialist II Part Time	OSEC-DOHB- MDSPT2- 150080-2016	23	₱ 40,001.50	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Learning and Development</li> <li>• Learning Facilitation</li> <li>• Management Acumen</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Performance Management Standards</li> <li>• Planning, Organizing and Delivering</li> <li>• Process Management</li> <li>• Scientific Knowledge for Health/Medical Staff</li> <li>• Technical Consulting</li> </ul>	Medical Service - Obstetrics and Gynecology

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)	
6	Medical Specialist II Part Time	OSEC-DOHB-MDSPT2-150081-2016	23	₱ 40,001.50	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Learning and Development</li> <li>• Learning Facilitation</li> <li>• Management Acumen</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Performance Management Standards</li> <li>• Planning, Organizing and Delivering</li> <li>• Process Management</li> <li>• Scientific Knowledge for Health/Medical Staff</li> <li>• Technical Consulting</li> </ul>	Medical Service - Obstetrics and Gynecology
7	Medical Specialist II Part Time	OSEC-DOHB-MDSPT2-150082-2016	23	₱ 40,001.50	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Learning and Development</li> <li>• Learning Facilitation</li> <li>• Management Acumen</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Performance Management Standards</li> <li>• Planning, Organizing and Delivering</li> <li>• Process Management</li> <li>• Scientific Knowledge for Health/Medical Staff</li> <li>• Technical Consulting</li> </ul>	Medical Service - Radiology

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
8	Medical Officer III	OSEC-DOHB- MDOF3-150199- 2016	21	₱ 63,997.00	Doctor of Medicine	None required	None required	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Attention to Details</li> <li>• Biomedical/Biobehavioral Research Expertise</li> <li>• Building Relationship with Stakeholders</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Data Recording and Reporting</li> <li>• Diversity Management</li> <li>• Government and Departmental Policies and Procedures</li> <li>• Health Promotion and Health Education</li> <li>• Learning Facilitation</li> <li>• Medical Knowledge</li> <li>• Operating Medical Machines, Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Planning, Organizing and Delivering</li> <li>• Research and Analysis</li> <li>• Risk Management</li> <li>• Technical Consulting</li> </ul>	Medical Service - as General Practitioner
9	Nurse III	OSEC-DOHB- NURS3-150156- 2016	17	₱ 43,030.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Care Management</li> <li>• Diversity Management</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Implementing Health Policies and Regulations</li> <li>• Learning Facilitation</li> <li>• Management Acumen</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Performance Management Standards</li> <li>• Records Management</li> </ul>	Nursing Service

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)	
10	Nurse II	OSEC-DOHB- NURS2-150252- 2021	16	₱ 39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Building Relationship with Stakeholders • Care Management • Continuous Development • Equipment, Materials and Supplies Management • Implementing Health Policies and Regulations • Learning Facilitation • Maternal and Newborn Care • Nursing Care • People Management • Performance Management Standards • Workforce Planning	Nursing Service
11	Nurse II	OSEC-DOHB- NURS2-150277- 2021	16	₱ 39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Building Relationship with Stakeholders • Care Management • Continuous Development • Equipment, Materials and Supplies Management • Implementing Health Policies and Regulations • Learning Facilitation • Maternal and Newborn Care • Nursing Care • People Management • Performance Management Standards • Workforce Planning	Nursing Service

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	Nurse II	OSEC-DOHB- NURS2-150297- 2021	16	₱ 39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Building Relationship with Stakeholders</li> <li>• Care Management</li> <li>• Continuous Development</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Implementing Health Policies and Regulations</li> <li>• Learning Facilitation</li> <li>• Maternal and Newborn Care</li> <li>• Nursing Care</li> <li>• People Management</li> <li>• Performance Management Standards</li> <li>• Workforce Planning</li> </ul>	Nursing Service
13	Administrative Officer II (Administrative Officer I)	OSEC-DOHB- ADOF2-150059- 2016	11	₱ 27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <li>• Computer Skills;□</li> <li>• Diversity Management;</li> <li>• Equipment, Materials and Supplies Management□</li> <li>• Managing Work;□</li> <li>• Providing Support and Services;</li> <li>• Records Management□</li> </ul>	Office of the Medical Center Chief - Quality Assurance Committee



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)	
14	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-150057-2016	10	₱ 23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Accounting Proficiency;[] • Attention to Details;[] • Cash Management;[] • Computer Skills;[] • Data Recording and Reporting • Managing Work;[] • Providing Support and Services	Finance Service - Cash Operations Unit
15	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150049-2015	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	Hospital Operations and Patient Support Service - Materials Management Unit

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)	
16	Administrative Aide VI (Air-Conditioning Technician I)	OSEC-DOHB-ADA6-150006-2004	6	₱ 17,553.00	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: <ul style="list-style-type: none"> <li>• Data Recording and Reporting</li> <li>• Energy to Work</li> <li>• Facility and Equipment Maintenance</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
17	Nursing Attendant II	OSEC-DOHB-NATT2-150012-2021	6	₱ 17,553.00	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>• Diversity Management</li> <li>• Energy to Work</li> <li>• Equipment, Materials and Supplies Management</li> <li>• Learning Facilitation</li> <li>• Managing Work</li> <li>• Nursing Care</li> <li>• Providing Support and Services</li> </ul>	Nursing Service

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 December 01, 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**  
**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**  

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**Mariveles Mental Wellness and General Hospital**  

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**P. Monroe St., Poblacion, Mariveles, Bataan**  

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**Approved by:**

SGD

**MARIA LOURDES L. EVANGELISTA, MD, FPPA**

**Medical Center Chief II**

SGD  
/ V.A. Isip

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