



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2024-001

Publication January 10, 2024

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: January 10, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary y/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Health Program Officer	OSEC-DOHB-CHPO-150001-2023	24	₱ 90,078.00	Master's degree or Certificate in Leadership and Management from the CSC Note: RA 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession (Sec. 52, Part II, Rule VIII of 2017 ORA OHRA, as amended 2018 and Item no. 3 of CSC memorandum Circular No 5, s.2016) Career Executive Service (CES) or Career Service Executive (CSE) eligibles are exempt from master's degree requirement for division chief and executive/managerial positions (Sec. 53 Part II, Rule VIII of 2017 ORA OHRA, as amended 2018 and Item no. 3 of CSC memorandum Circular No.5, s.2016)	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Building Relationship with Stakeholders; • Decision Quality; • Managing Conflict; • Performance Management Standards; • Policy Development; • Program/Project Planning and Management; • Technical Consulting	Office of the Chief of the Allied Health Services

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 January 22, 2024

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

Approved by:

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

/VAI

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.