



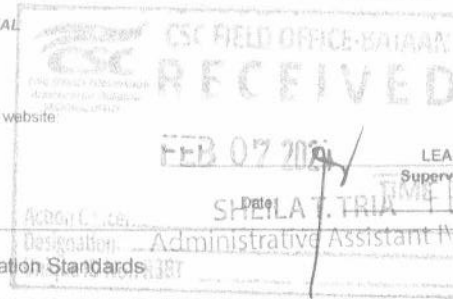
Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# **Bulletin of Vacancies 2024-002**

Publication February 07, 2024

Republic of the Philippines  
**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**  
Request for Publication of Vacant Positions



SGD

LEA-JEAN M. PAYONG, MBA  
Supervising Administrative Officer

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.

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 Specialist III (Part-Time)	OSEC-DOHB-MDSPT3-150072-2016	24	₱ 45,039.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Case Management • Continuous Development • Developing Personal and Organizational Capability • Facility and Equipment Maintenance • Learning and Development • Learning Facilitation • Management Acumen • Operating Medical Machines, Equipment and Tools • Patient-Centered Care • Performance Management Standards • Planning, Organizing and Delivering • Policy Development • Technical Consulting • Technical Writing	General Medical Service - OB Sonology
2	Medical Officer IV	OSEC-DOHB-MDOF4-150030-2014	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	Advanced Comprehensive Center for Mental Health -Psychiatry

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
3	Medical Officer IV	OSEC-DOHB- MDOF4-150228- 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	General Medical Service - Anesthesiology
4	Medical Officer III	OSEC-DOHB- MDOF3-150210- 2016	21	₱ 63,997.00	Doctor of Medicine	None required	None required	RA 1080	Technical Competencies: • Achieving High Standards • Attention to Details • Biomedical/Biobehavioral Research Expertise • Case Management, Data Recording and Reporting • Diversity Management • Medical Knowledge • Operating Medical Machines, Equipment and Tools • Patient-Centered Care • People Management • Planning, Organizing and Delivering Research Analysis • Technical Consulting	General Medical Service - as General Practitioner

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Nurse II	OSEC-DOHB- NURS2-150250- 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
6	Nurse II	OSEC-DOHB- NURS2-150275- 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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	Nurse I	OSEC-DOHB- NUR1-150003- 1998	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service
8	Nurse I	OSEC-DOHB- NUR1-150006- 1998	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Nurse I	OSEC-DOHB- NUR1-150008- 1998	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service
10	Nurse I	OSEC-DOHB- NUR1-150011- 2013	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	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)	
11	Nurse I	OSEC-DOHB- NUR1-150013- 2013	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service
12	Nurse I	OSEC-DOHB- NUR1-150117- 2014	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Nurse I	OSEC-DOHB-NUR1-150061-2015	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	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>• Nursing Care</li> <li>• Operating Medical Machines</li> <li>• Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Respecting and Caring for Patients</li> </ul>	Nursing Service
14	Nurse I	OSEC-DOHB-NUR1-150066-2015	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	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>• Nursing Care</li> <li>• Operating Medical Machines</li> <li>• Equipment and Tools</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Respecting and Caring for Patients</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)	
15	Nurse I	OSEC-DOHB- NUR1-150070- 2015	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service
16	Nurse I	OSEC-DOHB- NUR1-150087- 2016	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	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)	
17	Nurse I	OSEC-DOHB- NUR1-150088- 2016	15	₱ 36,619.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Diversity Management • Equipment, Materials and Supplies Management • Nursing Care • Operating Medical Machines • Equipment and Tools • Patient-Centered Care • People Management • Respecting and Caring for Patients	Nursing Service
18	Social Welfare Officer II	OSEC-DOHB- SOCWO2- 150009-2013	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	Allied Health Professional Service - Medical Social Work Unit

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary of Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
19	Radiologic Technologist I	OSEC-DOHB- RT1-150018- 2013	11	₱ 27,000.00	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	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	Allied Health Professional Service - Radiology Unit
20	Social Welfare Officer I	OSEC-DOHB- SOCWO1- 150063-2014	11	₱ 27,000.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Technical Competencies: • Data Recording and Reporting • Diversity Management • Managing Work • Medical Social Services • Resilience • Respecting and Caring for Patients	Allied Health Professional Service- Medical Social Work 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)	
21	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-150054-2016	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;	Advanced Comprehensive Center for Mental Health - Psychology Unit
22	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150044-2013	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	Allied Health Professional Service - Health Information Management Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
23	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150058-2014	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	Allied Health Professional Service - Health Information Management Unit
24	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150014-2016	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	Allied Health Professional Service - Pharmacy Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
25	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150047-2014	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	Advanced Comprehensive Center for Mental Health - Occupational Therapy Unit
26	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150036-2015	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	Office of the Medical Service

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
27	Nursing Attendant II	OSEC-DOHB-NATT2-150019-1998	6	₱ 17,553.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Diversity Management • Energy to Work • Equipment, Materials and Supplies Management • Learning Facilitation • Managing Work • Nursing Care • Providing Support and Services	Nursing Service
28	Nursing Attendant II	OSEC-DOHB-NATT2-150080-2016	6	₱ 17,553.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Diversity Management • Energy to Work • Equipment, Materials and Supplies Management • Learning Facilitation • Managing Work • Nursing Care • Providing Support and Services	Nursing Service

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
29	Occupational Therapy Technician I	OSEC-DOHB- OTT1-150046- 2014	6	₱ 17,553.00	Completion of two years studies in College	None required	None required	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
30	Occupational Therapy Technician I	OSEC-DOHB- OTT1-150002- 1998	6	₱ 17,553.00	Completion of two years studies in College	None required	None required	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



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)	
31	Nursing Attendant I	OSEC-DOHB-NATT1-150004-1998	4	₱ 15,586.00	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>• Managing Work</li> <li>• Nursing Care</li> <li>• Providing Support and Services</li> </ul>	Nursing Service
32	Nursing Attendant I	OSEC-DOHB-NATT1-150005-1998	4	₱ 15,586.00	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>• Managing Work</li> <li>• Nursing Care</li> <li>• Providing Support and Services</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)	
33	Nursing Attendant I	OSEC-DOHB-NATT1-150012-1998	4	₱ 15,586.00	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>• Managing Work</li> <li>• Nursing Care</li> <li>• Providing Support and Services</li> </ul>	Nursing Service
34	Nursing Attendant I	OSEC-DOHB-NATT1-150015-1998	4	₱ 15,586.00	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>• Managing Work</li> <li>• Nursing Care</li> <li>• Providing Support and Services</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)	
35	Nursing Attendant I	OSEC-DOHB- NATT1-150016- 1998	4	₱ 15,586.00	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>• Managing Work</li> <li>• Nursing Care</li> <li>• Providing Support and Services</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)	

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 FEB 22 2024

**For Entry Level Positions:**

- Letter of Intent addressed to:  
DENNIS DAYAO L. ORDOÑA, MD  
Medical Center Chief II  
Mariveles Mental Wellness and General Hospital  
Mariveles, Bataan  
Thru: LEA-JEAN M. PAYONG, MBA  
Supervising Administrative Officer, HRMU
- Personal Data Sheet with additional Work Experience Sheet
- Diploma
- Transcript of Records
- PRC Certification and Board Rating (if applicable)
- Certificate of Residency/Diplomate/Fellow (if applicable)
- 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.

- Letter of Intent
- Updated Personal Data Sheet with additional Work Experience Sheet
- Performance Evaluation (IPCR) for the last rating period
- Certificate of Trainings
- 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:**

SGD  
DENNIS DAYAO L. ORDOÑA, MD  
Medical Center Chief II

SGD  
/ VAI

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

