



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2024-004

Publication March 12, 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 filed, at the MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL in the CSC website:



LEA-JEAN M. PAYONG, MBA

Supervising Administrative Officer

Date: MAR 12 2024

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	Administrative Officer V (Human Resource Management Officer III)	OSEC-DOHB-ADOF5-150068-2016	18	₱ 46,725.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Technical Competencies: • Accounting Proficiency; • Benefits, Compensation and Welfare Management; • Data Recording and Reporting; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures; • Records Management	Hospital Operations and Patient Support Service - Human Resource 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)	
2	Computer Maintenance Technologist III	OSEC-DOHB-CTMT3-150067-2016	17	P 43,030.00	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: • Data Management; • Enterprise Resource Planning; • Information Management; • Information, Security, Risk Management and Assurance; • Networks, Telecommunication, Wireless and Mobility Knowledge; • People Management	Hospital Operations and Patient Support Service - Integrated Management Information System Unit
3	Administrative Officer IV (Administrative Officer II)	OSEC-DOHB-ADOF4-150043-2014	15	P 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: • Achieving High Standards; • Building Relationship with Stakeholders; • Computer Skills, Program/Project Planning and Management; • Research and Analysis	Finance Service - Accounting Unit

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4	Administrative Officer IV (Administrative Officer II)	OSEC-DOHB- ADOF4-150066- 2016	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: • Achieving High Standards; • Building Relationship with Stakeholders; • Computer Skills, Program/Project Planning and Management; • Research and Analysis	Office of the Medical Center Chief - Professional Education, Training, and Research Unit
5	Nutritionist- Dietitian II	OSEC-DOHB- ND2-150183- 2016	15	₱ 36,619.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Equipment, Materials and Supplies Management; • Health Promotion and Health Education; • Nutrition and Dietetics Services; • Occupational Safety and Health Knowledge; • Patient-Centered Care, People Management	Office of the Medical Center Chief - Wellness Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Administrative Officer I (Cashier I)	OSEC-DOHB- ADOF1-150056- 2016	10	₱ 23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Technical Competencies: • Building Relationship with Stakeholders; • Data Recording and Reporting; • Diversity Management; • Planning, Organizing and Delivering; • Providing Support and Services	Finance Service - Cash Unit
7	Administrative Assistant III (Secretary II)	OSEC-DOHB- ADAS3-150048- 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: • 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 - Procurement Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
8	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150024-2016	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: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management	Office of the Medical Center Chief - Planning Management Unit
9	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150031-2016	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: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management	Office of the Medical Center Chief - Legal Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
10	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150193-2021	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: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management	Office of the Medical Center Chief - Professional Education, Training, and Research Unit
11	Administrative Assistant II (Audio-Visual Aids Technician II)	OSEC-DOHB-ADAS2-150030-2016	8	₱ 19,744.00	High School Graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Data Management; • Enterprise Resource Planning; • Information Management; • Information, Security, Risk Management and Assurance; • Networks, Telecommunication, Wireless and Mobility Knowledge	Hospital Operations and Patient Support Service - Integrated Management Information System 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)	
12	Hospital Housekeeper	OSEC-DOHB-HHKPER-150037-2016	8	₱ 19,744.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC No. 10, S. 2013. Cat III)	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Attention to Details</li> <li>• Energy to Work</li> <li>• Occupational Safety and Health Knowledge</li> <li>• Providing Support and Services</li> </ul>	Hospital Operations and Patient Support Service - Housekeeping Unit
13	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150004-2016	7	₱ 18,620.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: <ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Records Management</li> </ul>	General Medical Service



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14	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150020-2016	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	Advanced Comprehensive Center for Mental Health
15	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150021-2016	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	Hospital Operations and Patient Support Service - Office of the Chief Administrative Officer

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16	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150049-2014	7	₱ 18,620.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Computer Skills • Managing Work • Providing Support and Services • Records Management	Hospital Operations and Patient Support Service - Procurement Unit
17	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150019-2016	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	Hospital Operations and Patient Support Service - Procurement Unit

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18	Nursing Attendant II	OSEC-DOHB-NATT2-150088-2015	6	P 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	Office of the Medical Center Chief - HIV Aids Core Team
19	Nursing Attendant I	OSEC-DOHB-NATT1-150191-2021	4	P 15,586.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Diversity Management • Energy to Work • Managing Work • Nursing Care • Providing Support and Services	Office of the Medical Center Chief - Wellness Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
20	Seamstress	OSEC-DOHB- SEAM-150042- 2014	2	₱ 13,819.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: Attention to Details; Energy to Work; Managing Work; Providing Support and Services	Hospital Operations and Patient Support Service - Linen and Laundry Unit

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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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 MAR 26 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

RECEIVED  
 MAR 13 2024  
 SHEILA T. TRIA  
 Administrative Assistant IV

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