



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2024-006

Publication May 20, 2024

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

Electronic copy to be submitted to the CSC PD in the Office of the
OFFICE-BATAAN
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TIME
SGD.
LEA-JEAN M. PAYONG, MBA
Supervising Administrative Officer
Administrative Aide III
Date: **MAY 20 2024**

To: CIVIL SERVICE COMMISSION (CSC)

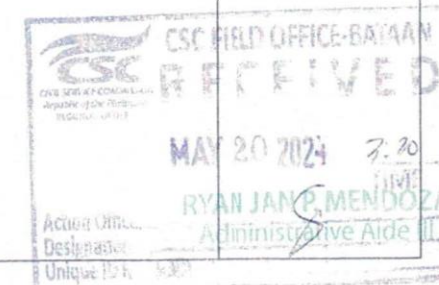
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL in the CSC website:

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	Training Specialist IV	OSEC-DOHB-TRNSP4-150012-2015	22	₱ 71,511.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Technical Competencies: • Developing Personal and Organizational Capability; • Diversity Management; • Learning and Development; • Learning Facilitation; • Planning, Organizing and Delivering;	Office of the Medical Center Chief - Professional Education, Training, and Research Unit
2	Medical Officer III	OSEC-DOHB-MDOF3-150003-1998	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 • 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 and Public Mental Health Residency Training

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3	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	Medical Service - Wellness Unit
4	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-150005-2023	10	₱ 23,176.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Technical Competencies: • Care Management; • Case Management; • Diversity Management; • Medical Knowledge; • Patient-Centered Care;	Advanced Comprehensive Center for Mental Health - Occupational Therapy Unit



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOHB-ADAS3-150044-2014	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	Finance Service - Billing and Claims Unit
6	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-150048-2015	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: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management	Finance Service - Accounting Unit



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 RYAN JAN P. MENDOZA
 Administrative Aide III

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)	
7	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150001-2016	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	Allied Health Professional Services - Health Information Management Unit
8	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150009-2016	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	Allied Health Professional Services - Health Information Management Unit


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 Action Unit: **RYAN JAN S. MENDOZA**
 Designation: **Administrative Aide III**
 Unique ID No: **4351**

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)	
9	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	Advanced Comprehensive Center for Mental Health - 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)	

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 JUN 03 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.