



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2024-008

Publication July 10, 2024

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

Office: OFFICE BATAAN  
Electronic copy to be submitted to CSC PC must be in MS excel format

**JUL 19 2024** 5:20  
TIME

Action On: **JOHN LOYD B. BARTOLOME**  
Designated: **Administrative Aide III**  
Unique ID: \_\_\_\_\_

Signature: *[Signature]*  
LEA JEAN M. PAYONG, MBA  
Supervising Administrative Officer

Date: **10 JUL 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.	Salar y/ Job/ Pay Grad e	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Specialist IV	OSEC-DOHB-MDSP4-150247-2016	25	₱ 102,690.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Case Management; • Developing Personal and Organizational Capability; • Learning Facilitation; • Management Acumen; • Patient-Centered Care; • Planning, Organizing, and Delivering; • Technical Consulting; • Technical Writing	General Medical Service
2	Medical Specialist III	OSEC-DOHB-MDSP3-150020-2015	24	₱ 90,078.00	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	Advanced Comprehensive Center for Mental Health - Psychiatry

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salar y/ Job/ Pay Grad e	Monthly Salary	Qualification Standards					Place of Assignment
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3	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	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <li>• Achieving High Standards</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Developing Personal and Organizational Capability</li> <li>• Facility and Equipment Maintenance</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>• Performance Management Standards</li> <li>• Planning, Organizing and Delivering</li> <li>• Policy Development</li> <li>• Technical Consulting</li> <li>• Technical Writing</li> </ul>	General Medical Service – Cardiology / Pulmonology / OB Sonology
4	Medical Specialist II	OSEC-DOHB- MDSP2- 150234-2016	23	₱ 80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <li>• Achieving High Standards</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Developing Personal and Organizational Capability</li> <li>• Facility and Equipment Maintenance</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>• Performance Management Standards</li> <li>• Planning, Organizing and Delivering</li> <li>• Policy Development</li> <li>• Technical Consulting</li> <li>• Technical Writing</li> </ul>	General Medical Service - Obstetrics and Gynecology

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Medical Officer IV	OSEC-DOHB- MDOF4-150110- 2015	23	₱ 80,003.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <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>	Advanced Comprehensive Center for Mental Health - Psychiatry
6	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	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <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>	Advanced Comprehensive Center for Mental Health - Neurology

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
7	Medical Officer III	OSEC-DOHB- MDOF3- 150199-2016	21	₱ 63,997.00	Doctor of Medicine	None required	None required	RA 1080	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <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 Educator</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>	General Medical Service - as General Practitioner
8	Medical Officer III	OSEC-DOHB- MDOF3-150200- 2016	21	₱ 63,997.00	Doctor of Medicine	None required	None required	RA 1080	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <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 Educator</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>	General Medical Service - as General Practitioner

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Medical Officer III	OSEC-DOHB-MDOF3-150201-2016	21	₱ 63,997.00	Doctor of Medicine	None required	None required	RA 1080	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <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>	General Medical Service - as General Practitioner
10	Nurse II	OSEC-DOHB-NURS2-150270-2021	16	₱ 39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	<ul style="list-style-type: none"> <li>• Technical Competencies:</li> <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 - Dorm A & B

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Administrative Officer III (Records Officer II)	OSEC-DOHB- ADOF3- 150003-2004	14	₱ 33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/S econd Level Eligibility	Technical Competencies: • Computer Skills • Diversity Management • Managing Work • Providing Support and Services • Records Management • Respecting and Caring for Patients	Allied Health Professional Service - Health Information Management Unit
12	Administrative Officer II (Administrative Officer I)	OSEC-DOHB- ADOF2- 150061-2021	11	₱ 27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) /Second Level Eligibility	Technical Competencies: • Computer Skills; • Diversity Management; • Equipment, Materials and Supplies Management • Managing Work; • Providing Support and Services; • Records Management	Finance Service - Billing and Claims Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Training Assistant	OSEC-DOHB-TRNA-150038-2015	8	P 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: <ul style="list-style-type: none"> <li>• Diversity Management</li> <li>• Learning and Development</li> <li>• Learning Facilitation</li> <li>• Managing Work</li> <li>• Providing Support and Services</li> <li>• Training Program Administration</li> </ul>	Office of the Medical Center Chief - Professional Education, Training, and Research Unit
14	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150006-2016	7	P 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>	Allied Health Professional Service - Health Information Management Unit



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
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
16	Occupational Therapy Technician I	OSEC-DOHB-OTT1-150001-1998	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	Advanced Comprehensive Center for Mental Health - Occupational Therapy Unit

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					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.

24 JUL 2024

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 \_\_\_\_\_

**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)

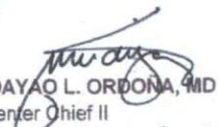
**For Promotion / Transfer:** All qualified next-in-rank shall be automatically considered candidates for promotion to the next higher position and advised to submit the following documents. Non submission of the required documents shall mean waiver on their part to be considered as candidate for promotion.

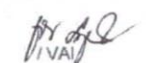
- Letter of Intent
- Updated Personal Data Sheet with additional Work Experience Sheet
- Performance Evaluation (PCR) for the last rating period
- Certificate of Trainings
- Photocopy of License / CS Eligibility (if applicable)

**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:**

fr:   
DENNIS DAYAO L. ORDOÑA, MD  
Medical Center Chief II

  
Ildebrando R. Ruaya Jr, MHSS, RN  
License No. 0621947  
Chief Health Program Officer

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

