



Republic of the Philippines
DEPARTMENT OF HEALTH
Office of the Secretary



BAGONG PILIPINAS

November 13, 2024

DEPARTMENT CIRCULAR
No. 2024- 0459

FOR : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS / SERVICES / CENTER FOR HEALTH DEVELOPMENTS, CHIEFS OF MEDICAL CENTERS / HOSPITALS / SANITARIA / TREATMENT AND REHABILITATION CENTERS, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND ATTACHED AGENCIES, AND ALL OTHERS CONCERNED

SUBJECT: Announcement of Vacancies for Second Level Executive Managerial Positions under the Department of Health

Pursuant to Section VI. B-3 of the Department Order No. 2019-0437 dated October 23, 2019 entitled, “*Internal Recruitment, Selection, and Placement Guidelines for Appointment to First, Second, and Executive/Managerial Positions in the Second Level in the Department of Health (DOH) and its Offices*”, the following second level executive/managerial positions are open for application and evaluation:

DOH Facilities	Positions	SG	Item No.	No. of Pos.
Cordillera Center for Health Development				
Baguio General Hospital and Medical Center	Medical Center Chief II	27	OSEC-DOHB-MDC2-90153-2013	1
Central Luzon Center for Health Development				
Mariveles Mental Wellness and General Hospital	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-150001-2024	1

Bicol Center for Health Development				
Bicol Regional Hospital and Medical Center	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-390003-2013	1
Bicol Region General Hospital and Geriatric Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-390001-2019	1
Central Visayas Center for Health Development				
Gov. Celestino Gallares Memorial Medical Center	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-510026-2013	1
Gov. Celestino Gallares Multi-Specialty Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-510032-2023	1
Zamboanga Center for Health Development				
Basilan General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-570014-2016	1
Caraga Center for Health Development				
Siargao Island Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-1020042-2021	1

Relative thereto, the following minimum qualification standards are required for all the aforesaid vacant posts:

Criteria	Qualification Standards
Education	<p><i>Medical Center Chief II:</i> Doctor of Medicine with Diploma of the relevant specialty Board and required training course or Diploma in Masters of Public Health/Hospital Administration</p> <p><i>Chief of Medical Professional Staff:</i> Doctor of Medicine with certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board</p>
Experience	<p><i>Medical Center Chief II:</i> Five (5) years of experience in administration, execution, coordination and supervision of the various activities involved in hospital administration or other related work</p> <p><i>Chief of Medical Professional Staff:</i> Five (5) years of experience in planning, organizing, directing, coordinating, and supervising various activities involved in medicine or other related work</p>
Training	<p>Eighty (80) hours of supervisory/management learning and development intervention and (40) hours technical trainings. These should cover all or any of the following Leadership Competencies, viz:</p> <ol style="list-style-type: none"> 1. Building Collaborative and Inclusive Working Relationships Builds partnerships and networks to deliver or enhance work outcomes. 2. Leading Change Implements plans or activities related to a change initiative affecting one's functional area or expertise. 3. Managing Performance and Coaching for Results Applies the appropriate action using available tools to ensure that performance matches standards. 4. Thinking Strategically and Creatively Plans purposively for work strategies.
Eligibility	RA 1080

Further, all qualified next-in-rank are automatically considered applicants for the above-mentioned positions. However, a letter of application is still required and failure to do so shall mean waiving the right to be considered as a prospective candidate to the position. Lastly, only those applicants who passed the initial evaluation shall undergo the Computer Aided Examination and panel interview.

In addition, second level executive/managerial positions in this Department are considered at-large in nature, therefore, applicants are hereby informed that the Place of Assignment, in the interest and exigency of service, is subject to the decision of the Secretary of Health.

The interested and qualified applicants are advised to submit a Letter of Intent addressed to the DOH Secretary of Health Teodoro J. Herbosa, through Mr. Roderick M. Napulan, Director IV, Administrative Service. The position being applied for shall be indicated, together with the following documents for initial evaluation, on or before **November 25, 2024.**

1. Seven (7) copies of duly accomplished and notarized Personal Data Sheet (CS Form No. 212- Revised 2017) with recent passport size ID pictures


and thumb mark affixed on the space provided together with the Work Experience Sheet/resume;

2. Certified true copy of latest Appointment and Service Record;
3. Certified true copy of Certificate of 80 hours Supervisory/Management and 40 hours Technical trainings, copy of course outline and/or scope of the training;
4. Two copies of RA 1080 board rating together with PRC ID;
5. Two (2) copies of latest Performance Rating (Certified True Copy); and
6. Two (2) copies certified true copy of certificate as Fellow/Diplomate or Diploma in any relevant Master's Degree.

7. All the requirements shall be submitted in a long expandable envelop

Applicants shall choose to apply to One (1) vacant position only. Multiple applications shall not be allowed.

By Authority of the Secretary of Health:


ACHILLES GERARD C. BRAVO, CESO II
Undersecretary and Chairperson ^{v/14}
DOH-Human Resource Merit Promotion and Selection Board for
Third Level and Second Level Executive Managerial Positions