



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

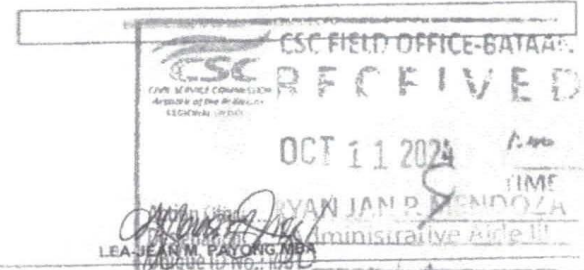
Bulletin of Vacancies 2024-011

Publication October 11, 2024

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

To: CIVIL SERVICE COMMISSION (CSC)

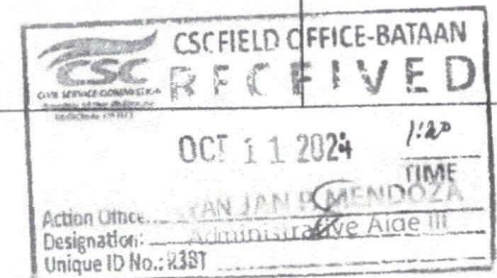
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL in the CSC website



Date: OCT 11 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	Medical Specialist IV	OSEC-DOHB-MDSP4-150247-2016	25	₱ 107,208.00	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	Medical Service - General Medical Department

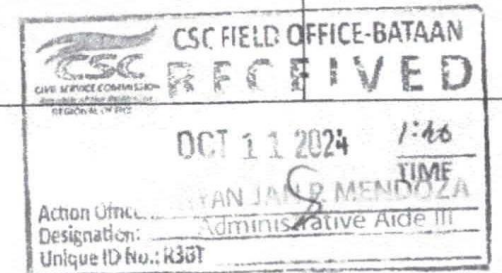
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Medical Specialist III (Part-Time)	OSEC-DOHB-MDSPT3-150072-2016	24	₱ 47,066.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Case Management • Developing Personal and Organizational Capability • Diversity Management • Equipment, Material and Supplies Management • Patient-Centered Care • People Management • Technical Consulting	Medical Service - General Medical Department - Cardiology / Pulmonology / OB Sonology / Family Medicine
3	Medical Officer IV	OSEC-DOHB-MDOF4-150225-2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service - General Medical Department - Anesthesiology




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)	
4	Medical Officer IV	OSEC-DOHB- MDOF4-150223- 2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service - General Medical Department - Surgery
5	Nurse VI	OSEC-DOHB- NURS6- 150009-2024	22	₱ 74,836.00	Bachelor of Science in Nursing with at least 9 units in management course at the graduate level	16 hours of relevant training	3 years experience in general nursing service administration	RA 1080	Technical Competencies: • Achieving High Standards • Building Relationship with Stakeholders • Diversity Management • Nursing Care • People Management • Performance Management Standards • Policy Development • Preparation of Budget Plans and Annual Budget Submissions	Nursing Service - Office of the Chief Nurse



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6	Medical Officer III	OSEC-DOHB-MDOF3-150199-2016	21	₱ 67,005.00	Doctor of Medicine	None required	None required	RA 1080	<ul style="list-style-type: none"> Technical Competencies: <ul style="list-style-type: none"> Achieving High Standards Case Management Medical Knowledge Operating Medical Machines, Equipment and Tools Patient-Centered Care Planning, Organizing and Delivering Technical Writing 	Medical Service - General Medical Department -as General Practitioner
7	Planning Officer III	OSEC-DOHB-PLO3-150002-2024	18	₱ 49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	<ul style="list-style-type: none"> Technical Competencies: <ul style="list-style-type: none"> Attention to Details Data Recording and Reporting Government and Departmental Policies and Procedures Planning, Organizing and Delivering Program/Project Planning and Management 	Office of the Medical Center Chief - Planning and Management Unit



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
8	Computer Maintenance Technologist II	OSEC-DOHB-CTMT2-150001-2013	15	₱ 38,413.00	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
9	Psychologist II	OSEC-DOHB-PSY2-150040-2014	15	₱ 38,413.00	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year of relevant experience involving the delivery of psychological services	RA No. 10029 (Psychologist)	Technical Competencies: • Case Management; • Data Recording and Reporting; • Patient-Centered Care • Respecting and Caring for Patients; • Therapy, Consulting and Behavioral Assessment	Medical Service - Advanced Comprehensive Center for Mental Health - Psychological Services Unit


CSC FIELD OFFICE-BATAAN
RECEIVED
 OCT 11 2024 1:26
 Action Officer: **RYAN JAN S. MENDOZA** JIME
 Designation: **ADMINISTRATIVE ASSISTANT**
 Unique ID No.: 1387


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)	
10	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DOHB-ADOF4-150042-2014	15	₱ 38,413.00	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; • Attention to Detail; • Building a Successful Team • Change Management • Data Recording and Reporting Government and Departmental Policies and Procedures • Providing Support and Services	Hospital Operations and Patient Support Service -Human Resource Management Unit
11	Nurse I	OSEC-DOHB-NUR1-150016-2013	15	₱ 38,413.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Data Recording and Reporting • Diversity Management • Nursing Care • Patient-Centered Care • People Management	Nursing Service - Male Ward


CSC FIELD OFFICE-BATAAN
RECEIVED
 OCT 11 2024 1:20
 TIME
 Action/Incharge: JUAN JAN P. SENDOZA
 Designation: Administrative Aide III
 Unique ID No.: 8381

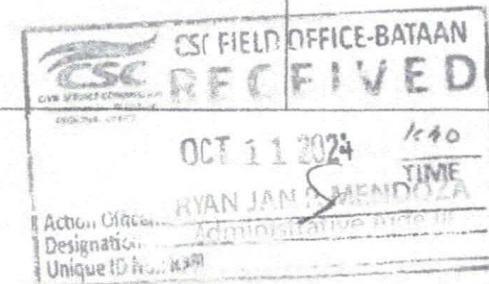
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Occupational Therapist I	OSEC-DOHB- OT1-150001- 1998	11	₱ 28,512.00	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	Technical Competencies: • Care Management; • Case Management; • Diversity Management; • Medical Knowledge; • Patient-Centered Care; • People Management	Medical Service - Advanced Comprehensive Center for Mental Health - Occupational Therapy Unit
13	Administrative Officer I (Records Officer I)	OSEC-DOHB- ADOF1- 150003-2024	10	₱ 24,381.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Computer Skills; • Managing Work; • Providing Support and Services; • Records Management • Respecting and Caring for Patients	Allied Health Professional Service - Health Information Management Unit



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
14	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150011-2016	7	₱ 19,365.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Attention to Detail • Computer Skills • Managing Work • Providing Support and Services • Records Management • Data Recording and Reporting	Finance Service - Budget Unit
15	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150016-2016	7	₱ 19,365.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Attention to Detail • Computer Skills • Managing Work • Providing Support and Services • Records Management • Data Recording and Reporting	Finance Service - Billing and Claims Unit


CSC FIELD OFFICE-BATAAN
RECEIVED
 OCT 11 2024 1:20
 TIME
 Action Officer: **RYAN JAY P. MENDOZA**
 Designation: **Administrative Aide III**
 Unique ID: **4327**

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)	
16	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150015-2016	7	₱ 19,365.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Attention to Detail • Computer Skills • Managing Work • Providing Support and Services • Records Management • Data Recording and Reporting	Office of the Medical Center Chief - Professional Education, Training and Research Unit
17	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150048-2014	7	₱ 19,365.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Attention to Detail • Computer Skills • Managing Work • Providing Support and Services • Records Management • Data Recording and Reporting	Office of the Medical Center Chief - Health Emergency and Disaster Management Unit (HEDMU)



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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18	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150018-2016	7	₱ 19,365.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Attention to Detail • Computer Skills • Managing Work • Providing Support and Services • Records Management • Data Recording and Reporting	Hospital Operations and Patient Support Service -Human Resource Management Unit
19	Administrative Aide VI (Labor Foreman)	OSEC-DOHB-ADA6-150045-2013	6	₱ 18,255.00	High School Graduate	None required	None required	None Required (MC No. 10, s.2013-Cat. III)	Technical Competencies: • Data Recording and Reporting • Energy to Work • Facility and Equipment Maintenance • Managing Work • Providing Support and Services • Records Management	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit - Maintenance Section



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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 OCT 25 2024

For Entry Level Positions:

- Letter of Intent addressed to:
DENNIS DAYAO L. ORDONA, 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: *[Handwritten signatures]*

DENNIS DAYAO L. ORDONA, MD
 Medical Center Chief II

[Handwritten signature]

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.