



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2019-003

Publication March 15, 2019

Republic of the Philippines
Request for Publication of Vacant Positions

CSC Provincial Field Office
Balinguza, Bataan
RECEIVED
MAR 05 2019
EMILY R. RAYMUNDO, MPA
HRMO

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the in the CSC website:

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plan/Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Medical Officer IV	OSEC-DOHB-MDDF4-150220-2016	23	65804	Doctor of Medicine must have undergone Residency Training Program as per Administrative Order No. 2017-0016	4 hours of relevant training	1 year of relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Clinical Unit
2	Medical Specialist II Part Time	OSEC-DOHB-MDSPT2-150079-2016	23	32802	Doctor of Medicine with Certificate as Fellow and/or Diplomate of the relevant accredited specialty society and/or a doctor who has passed the DOH Medical Specialist Examination	8 hours of relevant training	2 years of relevant experience as MS I or related experiences	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Clinical Unit
3	Medical Specialist II Part Time	OSEC-DOHB-MDSPT2-150080-2016	23	32802	Doctor of Medicine with Certificate as Fellow and/or Diplomate of the relevant accredited specialty society and/or a doctor who has passed the DOH Medical Specialist Examination	8 hours of relevant training	2 years of relevant experience as MS I or related experiences	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Clinical Unit

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 March 15, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/training/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand-deliver or send through courier/email their application to:

MARIA LOURDES L. EVANGELISTA, MD, DSBPP
Chief of Hospital II
P. Monroe St., Poblacion, Mariveles, Bataan
hr@mnh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Department of Health
 Central Luzon Center for Health Development
MARIVELES MENTAL HOSPITAL
*P. Monroe St. Poblacion, Mariveles, Bataan,
 Philippines. 2105*



Instructions to Applicants:

Interested and qualified applicants shall submit the following documents to the Human Resource Management Unit:

For Entry Level Positions:

1. Letter of Intent addressed to:
 Maria Lourdes L. Evangelista, MD, DSBPP
 Chief of Hospital II
 Mariveles Mental Hospital
 Mariveles, Bataan
2. Personal Data Sheet with additional Work Experience Sheet
3. Diploma
4. Transcript of Records
5. PRC Certification and Board Rating (if applicable)
6. Photocopy of License (if applicable)

For Promotion: 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.

1. Letter of Intent
2. Updated Personal Data Sheet with additional Work Experience Sheet
3. Performance Evaluation (IPCR) for two rating periods
4. Certificate of Trainings
5. Photocopy of License / CS Eligibility (if applicable)

Deadline of Submission	March 15, 2019
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment


 EMILY V. RAYMUNDO
 Chief Administrative Officer

For posting in conspicuous places:
 Security Bulletin Board _____
 Administrative Service Bulletin Board _____
 Nursing Service Bulletin Board _____

MMH-HRM-04-06-00