



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2018-011

Publication November 14, 2018



Republic of the Philippines
Mariveles Mental Hospital
Request for Republication of Vacant Positions



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To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Mariveles Mental Hospital in the CSC website:

NOV 14 2018
Date: _____
MARIA LOURDES L. EVANGELISTA,
Chief of Hospital II

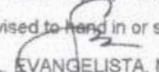
No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)
					Education	Training	Experience	Eligibility	
1	Nutritionist-Dietitian V	OSEC-DOHB-ND5-150213-2016	22	P704,604.00	Bachelor's degree Major in Nutrition, Dietetics or Community Nutrition	16 hours relevant training	3 years relevant experience	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development
2	Medical Officer III	OSEC-DOHB-MDOF3-150194-2016	21	P630,648.00	Doctor of Medicine	None required	None required	RA 1080	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development
3	Nurse II	OSEC-DOHB-NURS2-150097-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	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
4	Nurse II	OSEC-DOHB-NURS2-150099-2014	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	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
5	Nurse II	OSEC-DOHB-NURS2-150105-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	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
6	Nurse II	OSEC-DOHB-NURS2-150126-2016	15	P348,120.00	Bachelor of Science in Nursing with 15 units towards MAN	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
7	Administrative Assistant I	OSEC-DOHB-ADAS1-150003-2016	7	P183,048.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development

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 _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph/www.mmh.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Letter of Intent addressed to OIC-Chief of Hospital II;
3. Photocopy of certificate of eligibility, board certification and board rating (if applicable);
4. Photocopy of Transcript of Records;
5. Photocopy of Diploma

6. Photocopy of Certificates of Seminars and Training attended;
7. Photocopy of Certificate of Employment/Service Record
8. Photocopy of Certificate of Residency/Diplmate/Fellow (if applicable).

QUALIFIED APPLICANTS are advised to ~~hand in~~ 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@mmh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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Regional Office No. 3

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	November 24, 2018
Written Examination	until further notice
Neuro-psychiatric Screening of Pre-Qualified applicants	By appointment


EMILY Y. 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