



Department of Health
Regional Office No. 3

MARIVELES MENTAL HOSPITAL

Bulletin of Vacancies 2019-004

Publication May 06, 2019

Republic of the Philippines
Request for Publication of Vacant Positions

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER
MAY 06 2019


EMILY V. RAYMUNDO, MPA
Chief Administrative Officer

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)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Nurse II	OSEC-DOHB-NURS2-150116-2016	15	30531	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	Nursing Service
2	Administrative Officer III	OSEC-DOHB-ADOF3-150063-2016	14	27755	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Medical Service - Health Information Management Unit
3	Administrative Assistant III	OSEC-DOHB-ADAS3-150040-2016	9	17975	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Finance Service
4	Administrative Assistant II	OSEC-DOHB-ADAS2-150059-2014	8	16758	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service - Human Resource Management Unit
5	Administrative Assistant II	OSEC-DOHB-ADAS2-150043-2013	8	16758	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service
6	Administrative Assistant II/Chauffeur IV	OSEC-DOHB-ADAS2-150061-2014	8	16758	Elementary School Graduate (Preferably High School Graduate and completed relevant vocational/trade course)	4 hours of relevant training	1 year of relevant experience	Driver's License (MC 11, s. 96 - Cat II)	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service - Engineering and Facilities Management Unit
7	Occupational Therapy Technician I	OSEC-DOHB-OTT1-150046-2014	6	14847	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	Medical Service - Occupational Therapy Unit
8	Administrative Aide V	OSEC-DOHB-ADA5-150042-2014	5	14007	Elementary School Graduate (Preferably High School Graduate and completed relevant vocational/trade course)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996	Organizational Commitment, Integrity, Quality Service Focus, Teamwork, Stewardship of Resources, Attention to Communication, Self-Development	Hospital Operations and Patient Support Service - Engineering and Facilities Management 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 May 16, 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/rating/license; and
4. Photocopy of Transcript of Records.

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.

CSC PROVINCIAL FIELD OFFICE
Bataan, Poblacion
RECEIVED
MAY 06 2019

✓



Department of Health
 Central Luzon Center for Health Development
MARIVELES MENTAL HOSPITAL
P. Mounoe 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	May 16, 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