



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2021-006

Publication December 23, 2021

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

DEC 23 2021 10:45  
KEVIN R. SANCHEZ  
Administrative Aide IV

LEA-JEAN M. PAYONG, MBA  
Supervising Administrative Officer  
Date: DEC 23 2021

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	Administrative Officer IV	OSEC-DOHB-ADOF4-150009-2013	15	33575	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	Office of the Chief of Hospital - Planning 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 JAN 02 2022.

For Entry Level Positions:

Maria Lourdes L. Evangelista, MD, FPPA  
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. Certificate of Residency/Diplomate/Fellow (if applicable)
6. Photocopy of License / CS Eligibility (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 the last rating period
4. Certificate of Trainings
5. Photocopy of License / CS Eligibility (if applicable)

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

  
**MARIA LOURDES L. EVANGELISTA, MD, FPPA**  
Chief of Hospital II  
P. Monroe St., Poblacion, Mariveles, Bataan  
mmwgh.recruitment2@gmail.com

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**