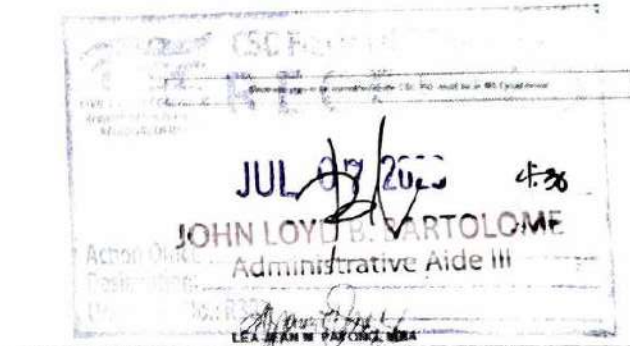


Republic of the Philippines  
**MARVELES MENTAL WELLNESS AND GENERAL HOSPITAL**  
 Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



Supervising Administrative Officer

Date: July 07 2023

No.	Position Title (Parenthetical Title, if applicable)	Plant/Item No.	Salary or Job Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Health Program Officer	OSEC-DOHB-CHPO-150001-2023	24	P 90,078.00	Master's degree or Certificate in Leadership and Management from the CSC  <small>Note: RA 10863 eligibles shall be exempt from the master's degree requirement for division chief and executive managerial positions the duties and responsibilities of which involve practice of profession (Sec. 52 Part II, Rule VIII of 2017 ORA-DHRA as amended 2018 and Item no. 3 of CSC memorandum Circular No. 5 s. 2016)</small>  <small>Career Executive Service (CES) or Career Service Executive (CSE) eligibles are exempt from master's degree requirement for division chief and executive/managerial positions (Sec. 55 Part II, Rule VII of 2017 ORA-DHRA, as amended 2016 and Item no. 3 of CSC memorandum Circular No. 5 s. 2016)</small>	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Building Relationship with Stakeholders; • Decision Quality; • Managing Conflict; • Performance Management Standards; • Policy Development; • Program/Project Planning and Management; • Technical Consulting	Office of the Chief of the Allied Health Services

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:

  
 LEA JEAN M. PAYONG, MBA

Supervising Administrative Officer

Date: July 07, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary y/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Health Program Officer	OSEC-DOHB-CHPO-150001-2023	24	₱ 90,078.00	Master's degree or Certificate in Leadership and Management from the CSC  <small>Note: RA 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession (Sec. 52, Part II, Rule VIII of 2017 ORA OHRA, as amended 2018 and Item no. 3 of CSC memorandum Circular No. 5, s.2016)</small>  <small>Career Executive Service (CES) or Career Service Executive (CSE) eligibles are exempt from master's degree requirement for division chief and executive/managerial positions (Sec. 53 Part II, Rule VIII of 2017 ORA OHRA, as amended 2018 and Item no. 3 of CSC memorandum Circular No.5, s.2016)</small>	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Building Relationship with Stakeholders; • Decision Quality; • Managing Conflict; • Performance Management Standards; • Policy Development; • Program/Project Planning and Management; • Technical Consulting	Office of the Chief of the Allied Health Services

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 July 17, 2023.

**For Entry Level Positions:**

1. Letter of Intent addressed to:  
**CORAZON I. FLORES, MD, MPH, CESO IV**  
Director IV  
Mariveles Mental Wellness and General Hospital  
Mariveles, Bataan  
**LEA-JEAN M. PAYONG, MBA**  
Supervising Administrative Officer, HRMU
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 / 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.

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 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

**Approved by:**

  
**CORAZON I. FLORES, MD, MPH, CESO IV**  
Director IV

*VAI/mv*

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