



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2023-016

Publication November 24, 2023

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:

SGD

LEA-JEAN M. PAYONG, MBA
Supervising Administrative Officer

Date: November 24, 2023

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 Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150023-2016	7	₱ 18,620.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional)/ First Level Eligibility	Technical Competencies: • Computer Skills • Managing Work and Services • Records Management	Hospital Operations and Patient Support Service - Human Resource Management Unit
2	Laundry Worker II	OSEC-DOHB-LAW2-150007-2015	3	₱ 14,678.00	Must be able to read and write	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Computer Skills • Data Recording and Reporting • Equipment, Materials and Supplies Management • Procurement Planning and Management • Providing Support and Services	Hospital Operations and Patient Support Service - Linen and Laundry Unit

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)	
3	Seamstress	OSEC-DOHB- SEAM-150011- 2015	2	₱ 13,819.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Attention to Details • Energy to Work • Managing Work • Providing Support and Services	Hospital Operations and Patient Support Service - Linen and Laundry Unit

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 December 04, 2023

For Entry Level Positions:

1. Letter of Intent addressed to:
MARIA LOURDES L. EVANGELISTA, MD, FPPA
Medical Center Chief II
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 /VAI

Approved by:

SGD

MARIA LOURDES L. EVANGELISTA, MD, FPPA
Medical Center Chief II
SGD
/ V.A. Isip

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.