



Department of Health  
Central Luzon Center for Health Development

**MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL**

# Bulletin of Vacancies 2024-014

Publication December 4, 2024

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

DEC 04 2024

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ALYX RYAN M. CANLAS  
Administrative Aide III

LEA JEAN M. PAYONG, MBA  
Supervising Administrative Officer

Date

DEC 04 2024

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

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	Medical Specialist IV	OSEC-DOHB-MDSP4-150247-2016	25	₱ 107,208.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Case Management; • Developing Personal and Organizational Capability; • Learning Facilitation; • Management Acumen; • Patient-Centered Care; • Planning, Organizing, and Delivering; • Technical Consulting; • Technical Writing	Medical Service - General Medical Department
2	Medical Specialist III (Part-Time)	OSEC-DOHB-MDSPT3-150072-2016	24	₱ 47,066.00	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Case Management • Developing Personal and Organizational Capability • Diversity Management • Equipment, Material and Supplies Management • Patient-Centered Care • People Management • Technical Consulting	Medical Service - General Medical Department - Cardiology / Pulmonology / OB Sonology / Family Medicine

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3	Dentist V	OSEC-DOHB-DENT5-150237-2016	24	₱ 94,132.00	Doctor of Dental Medicine or Dental Surgery	24 hours of relevant training	4 years of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Case Management</li> <li>• Diversity Management</li> <li>• Learning Facilitation</li> <li>• Management Acumen</li> <li>• Patient-Centered Care</li> <li>• People Management</li> <li>• Procurement Planning and Management</li> </ul>	Allied Health Professional Service - Dental Care Unit / Bids and Awards Committee
4	Medical Specialist II	OSEC-DOHB-MDSP2-150179-2021	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: <ul style="list-style-type: none"> <li>• Achieving High Standards</li> <li>• Case Management</li> <li>• Continuous Development</li> <li>• Learning Facilitation</li> <li>• Patient-Centered Care</li> <li>• Performance Management Standards</li> <li>• Planning, Organizing and Delivering</li> <li>• Scientific Knowledge for Health/ Medical Staff</li> <li>• Technical Consulting</li> </ul>	Medical Service -General Medical Department - Surgery / Pediatrics

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5	Medical Specialist II	OSEC-DOHB-MDSP2-150021-2015	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Case Management • Continuous Development • Learning Facilitation • Patient-Centered Care • Performance Management Standards • Planning, Organizing and Delivering • Scientific Knowledge for Health/ Medical Staff • Technical Consulting	Medical Service - Advanced Comprehensive Center for Mental Health Department - Psychiatry
6	Medical Specialist II	OSEC-DOHB-MDSP2-150232-2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Achieving High Standards • Case Management • Continuous Development • Learning Facilitation • Patient-Centered Care • Performance Management Standards • Planning, Organizing and Delivering • Scientific Knowledge for Health/ Medical Staff • Technical Consulting	Allied Health Professional Service - Radiology



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7	Medical Officer IV	OSEC-DOHB- MDOF4- 150225-2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service -General Medical Department - Anesthesiology
8	Medical Officer IV	OSEC-DOHB- MDOF4- 150218-2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service -General Medical Department - Anesthesiology / Family Medicine

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Medical Officer IV	OSEC-DOHB- MDOF4- 150223-2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service -General Medical Department - Surgery
10	Medical Officer IV	OSEC-DOHB- MDOF4- 150217-2016	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service -General Medical Department - Pediatrics

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)	
11	Medical Officer IV	OSEC-DOHB- MDOF4- 150109-2015	23	₱ 83,659.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Technical Competencies: • Biomedical / Biobehavioral Research Expertise • Case Management • Continuous Development • Diversity Management • Medical Knowledge • Patient-Centered Care • Planning, Organizing and Delivering • Technical Consulting	Medical Service - Advanced Comprehensive Center for Mental Health Department - Psychiatry
12	Medical Officer III	OSEC-DOHB- MDOF3- 150199-2016	21	₱ 67,005.00	Doctor of Medicine	None required	None required	RA 1080	Technical Competencies: • Achieving High Standards • Case Management • Medical Knowledge • Operating Medical Machines, Equipment and Tools • Patient-Centered Care • Planning, Organizing and Delivering • Technical Writing	Medical Service - General Medical Department -as General Practitioner

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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13	Nutritionist-Dietitian IV	OSEC-DOHB-ND4-150041-2014	20	₱ 60,157.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	8 hours of relevant training	2 years of relevant experience	RA 1080	Technical Competencies: • Attention to Details • Health Promotion and Health Education • Learning Facilitation • Managing Work • Nutrition and Dietetics Service • Occupational Safety and Health Knowledge • Respecting and Caring for Patients	Allied Health Professional Service - Nutrition and Dietetics Unit
14	Nurse I	OSEC-DOHB-NUR1-150067-2015	15	₱ 38,413.00	Bachelor of Science in Nursing	None required	None required	RA 1080	Technical Competencies: • Care Management • Data Recording and Reporting • Diversity Management • Nursing Care • Patient-Centered Care • People Management	Nursing Service - Admission and Crisis Intervention Unit



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
15	Occupational Therapist I	OSEC-DOHB-OT1-150001-1998	11	₱ 28,512.00	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	Technical Competencies: • Care Management; • Case Management; • Diversity Management; • Medical Knowledge; • Patient-Centered Care; • People Management	Medical Service - Advanced Comprehensive Center for Mental Health Department - Occupational Therapy Unit
16	Administrative Officer II (Budget Officer I)	OSEC-DOHB-ADOF2-150012-2015	11	₱ 28,512.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Technical Competencies: • Accounting Proficiency; • Data Recording and Reporting; • Diversity Management; • Government and Departmental Policies and Procedures; • Government Accounting and Budgeting; • Records Management	Finance Service - Budget Unit

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
17	Nutritionist-Dietitian I	OSEC-DOHB-ND1-150001-2003	11	P 28,512.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	Technical Competencies: • Attention to Details; • Health Promotion and Health Education; • Learning Facilitation; • Nutrition and Dietetics Service; • Occupational Safety and Health Knowledge; • Respecting and Caring for Patients	Medical Service -General Medical Department - Wellness Unit
18	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOHB-ADAS3-150004-2004	9	P 22,219.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Technical Competencies: • Accounting Proficiency; • Attention to Detail; • Data Recording and Reporting; • Diversity Management; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures • Respecting and Caring for Patients	Finance Service -Billing and Claims 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)	
19	Administrative Assistant III (Senior Bookkeeper)	OSEC-DOHB-ADAS3-150046-2016	9	₱ 22,219.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Technical Competencies: • Accounting Proficiency; • Attention to Detail; • Data Recording and Reporting; • Diversity Management; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures • Respecting and Caring for Patients	Finance Service -Billing and Claims Unit
20	Administrative Assistant II (Accounting Clerk III )	OSEC-DOHB-ADAS2-150027-2016	8	₱ 20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Technical Competencies: • Accounting Proficiency; • Attention to Detail; • Data Recording and Reporting; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures • Providing Support and Services	Finance Service- Accounting 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)	
21	Administrative Assistant II (Accounting Clerk III)	OSEC-DOHB-ADAS2-150056-2014	8	₱ 20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Technical Competencies: • Accounting Proficiency; • Attention to Detail; • Data Recording and Reporting; • Government Accounting and Budgeting; • Government and Departmental Policies and Procedures • Providing Support and Services	Finance Service-Accounting Unit
22	Social Welfare Assistant	OSEC-DOHB-SOCWAS-150022-2021	8	₱ 20,534.00	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Technical Competencies: • Computer Skills; • Data Recording and Reporting; • Diversity Management; • Managing Work • Providing Support and Services • Records Management • Respecting and Caring for Patient	Allied Health Professional Service - Medical Social Work Unit



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					Education	Training	Experience	Eligibility	Competency (if applicable)	
23	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-150013-2016	7	₱ 19,365.00	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Technical Competencies: • Attention to Details; • Audit Planning; • Managing Work; • Providing Support and Services;	Finance Service -Office of the Financial and Management Officer
24	Cook II	OSEC-DOHB-COK2-150045-2014	5	₱ 17,205.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Data Recording and Reporting; • Equipment, Materials and Supplies Management; • Managing Work • Nutrition and Dietetics Services • Occupational Safety and Health Knowledge • Patient Centered-Care	Allied Health Professional Service - Nutrition and Dietetics Unit

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
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25	Nursing Attendant I	OSEC-DOHB-NATT1-150045-2014	4	₱ 16,209.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Diversity Management • Energy to Work • Managing Work • Nursing Care • Providing Support and Services	Nursing Service -Male Ward
26	Administrative Aide IV (Storekeeper I)	OSEC-DOHB-ADA4-150008-2024	4	₱ 16,209.00	Elementary School Graduate	None required	None required	None required (MC No 10, s. 2013-Cat III)	Technical Competencies: • Attention to Details; • Data Recording and Reporting; • Managing Work • Equipment, Materials and Supplies Management; • Providing Support and Services	Allied Health Professional Service - Nutrition and Dietetics 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 DEC 18 2024.

**For Entry Level Positions:**

1. Letter of Intent addressed to:  
DENNIS DAYAO L. ORDOÑA, MD  
Medical Center Chief II  
Mariveles Mental Wellness and General Hospital  
Mariveles, Bataan  
Thru 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)
7. 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

Noted by:

  
DENNIS DAYAO L. ORDOÑA, MD  
Medical Center Chief II

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

