



Department of Health
Central Luzon Center for Health Development

MARIVELES MENTAL WELLNESS AND GENERAL HOSPITAL

Bulletin of Vacancies 2025-007

Publication May 7, 2025



Republic of the Philippines
DEPARTMENT OF HEALTH
Office of the Secretary



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DEPARTMENT CIRCULAR

No. 2025- 0183

FOR : ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS / SERVICES / CENTER FOR HEALTH DEVELOPMENTS, CHIEFS OF MEDICAL CENTERS / HOSPITALS / SANITARIA / TREATMENT AND REHABILITATION CENTERS, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS AND ATTACHED AGENCIES, AND ALL OTHERS CONCERNED

SUBJECT: Announcement of Vacancies for Second Level Executive Managerial Positions under the Department of Health

Pursuant to Section VI. B-3 of the Department Order No. 2019-0437 dated October 23, 2019 entitled, "*Internal Recruitment, Selection, and Placement Guidelines for Appointment to First, Second, and Executive/Managerial Positions in the Second Level in the Department of Health (DOH) and its Offices*", the following second level executive/managerial positions are open for application and evaluation:

DOH Facilities	Positions	SG	Item No.	No. of Pos.
Cagayan Valley Center for Health Development				
Southern Isabela Medical Center	Medical Center Chief II	27	OSEC-DOHB-MDC2-120001-2019	1
Central Luzon Region Center for Health Development				
Mariveles Mental Wellness and General Hospital	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-150001-2024	1
MIMAROPA Region Center for Health Development				
Ospital ng Palawan	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-300014-2024	1

Bicol Center for Health Development				
Bicol Region General Hospital and Geriatric Medical Center	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-390002-2024	1
Metro Manila for Health Development				
Valenzuela Medical Center	Chief of Medical Professional Staff II	26	OSEC-DOHB-COMPS2-30003-2013	1
Central Visayas Center for Health Development				
Gov. Celestino Gallares Multi-Specialty Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-510032-2023	1
Zamboanga Peninsula Center for Health Development				
Sulu Sanitarium and General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-570001-2024	1
Basilan General Hospital	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-570014-2016	1
Northern Mindanao Center for Health Development				
Treatment and Rehabilitation Center Cagayan De Oro	Chief of Hospital III	26	OSEC-DOHB-CH3-660005-2023	1
Caraga Center for Health Development				
Siargao Island Medical Center	Chief of Medical Professional Staff I	25	OSEC-DOHB-COMPS1-1020042-2021	1

Relative thereto, the following minimum qualification standards are required for all the aforesaid vacant posts:

Criteria	Qualification Standards
Education	<p>Medical Center Chief/Chief of Hospital III and Chief of Hospital II: Doctor of Medicine with Diploma of the relevant specialty Board and required training course or Diploma in Masters of Public Health/Hospital Administration.</p> <p>Chief of Medical Professional Staff: Doctor of Medicine with certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board</p>
Experience	<p>Medical Center Chief/Chief of Hospital II: Five (5) years of experience in administration, execution, coordination and supervision of the various activities involved in hospital administration or other related work.</p> <p>Chief of Hospital III: Six (6) years of experience in administration, execution, coordination and supervision of the various activities involved in hospital administration or other related work.</p> <p>Chief of Medical Professional Staff: Five (5) years of experience in planning, organizing, directing, coordinating, and supervising various activities involved in medicine or other related work.</p>
Training	<p>Eighty (80) hours of supervisory/management learning and development intervention and (40) hours technical trainings. These should cover all or any of the following Leadership Competencies, viz:</p> <ol style="list-style-type: none"> Building Collaborative and Inclusive Working Relationships Builds partnerships and networks to deliver or enhance work outcomes. Leading Change Implements plans or activities related to a change initiative affecting one's functional area or expertise. Managing Performance and Coaching for Results Applies the appropriate action using available tools to ensure that performance matches standards. Thinking Strategically and Creatively Plans purposively for work strategies.
Eligibility	RA 1080

Further, all qualified next-in-rank are automatically considered applicants for the above-mentioned positions. However, a letter of application is still required and failure to do so shall mean waiving the right to be considered as a prospective candidate to the position. Lastly, only those applicants who passed the initial evaluation shall undergo the Computer Aided Examination and panel interview.

In addition, second level executive/managerial positions in this Department are considered at-large in nature, therefore, applicants are hereby informed that the Place of Assignment, in the interest and exigency of service, is subject to the decision of the Secretary of Health.

The interested and qualified applicants are advised to submit a Letter of Intent addressed to the DOH Secretary of Health Teodoro J. Herbosa, through Mr. Roderick M. Napulan, Director IV, Administrative Service. The position being applied for shall be indicated, together with the following documents for initial evaluation. **All required documents must be submitted in a long expandable folder on or before May 18, 2025.**

- Seven (7) copies of duly accomplished and notarized Personal Data Sheet (CS Form No. 212- Revised 2017) with recent passport size ID pictures and thumb mark affixed on the space provided together with the Work Experience Sheet/resume;
- Certified true copy of latest Appointment and Service Record;

3. Certified true copy of Certificate of 80 hours Supervisory/Management and 40 hours Technical trainings, copy of course outline and/or scope of the training;
4. Two copies of RA 1080 board rating together with PRC ID;
5. Two (2) copies of latest Performance Rating (Certified True Copy); and
6. Two (2) copies of certificate as Fellow/Diplomate or Diploma in any relevant Master's Degree (Certified True Copy);

Applicants shall choose to apply to One (1) vacant position only. Multiple applications shall not be allowed.

By Authority of the Secretary of Health:

~~f~~ ~~ACHILLES GERARD C. BRAVO, CESO II~~
Undersecretary and Chairperson ~~&~~
DOH-Human Resource Merit Promotion and Selection Board for
Third Level and Second Level Executive Managerial Positions