



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF HEALTH  
**NATIONAL CENTER FOR MENTAL HEALTH**



# NOTICE OF VACANCIES

*All Interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply and shall submit the following documents to HRMO:*

## LIST OF REQUIREMENTS

### ENTRY/TRANSFER

1. Application Letter addressed to:  
NOEL V. REYES, MD, FPPA, MMHoA  
Medical Center Chief II  
  
Thru: ELY H. ESPINOSA. JR, RPm, MMHoA, MPM-HG  
Chief, Human Resource Management Office  
(Please indicate position applied for in the letter)
2. Resume / CV with passport size ID picture
3. Properly accomplished Personal Data Sheet (CSC Form 212 Revised 2017)
4. Autobiography
5. Certified True Copy of Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)
6. Certified True Copy of RA 1080 (PRC Board Rating - if applicable)
- Photocopy of the following:**
  7. Valid NBI Clearance
  8. College/High School Diploma (if college undergraduate, photocopy of Transcript of Records)
  9. Transcript of Records
  10. Seminars and Trainings certificates
  11. Employment Certificates
  12. PSA Birth Certificate
  13. Certified true copy of Performance Rating/IPCR of the least two (2) rating periods (for govt. employees)
  14. Residency/Diplomate/Fellowship Certificate (if applicable)

### PROMOTION

1. Application Letter addressed to:  
NOEL V. REYES, MD, FPPA, MMHoA  
Medical Center Chief II  
  
Thru: ELY H. ESPINOSA. JR, RPm, MMHoA, MPM-HG  
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4. Certified True Copy of Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)
5. Certified True Copy of RA 1080 (PRC Board Rating - if applicable)
- Photocopy of the following:**
  6. Seminars and Trainings certificates
  7. Employment Certificates
  8. Residency/Diplomate/Fellowship Certificate (if applicable)

## APPLY NOW

**FROM MARCH 24 – APRIL 7, 2025**

### **Note:**

- Only applications with complete supporting/required documents filed within the deadline shall be processed. Multiple active applications at the same time shall not be allowed
- As per Approved MSPP Neuro Psychiatric Examination shall be required to all positions applied. Please refer to the latest NP Exam Rates by Psychological Section.



You may Scan the QR Code for our posting or visit our website at <https://ncmh.gov.ph> or send your application at [rspau@ncmh.gov.ph](mailto:rspau@ncmh.gov.ph)



REPUBLIC OF THE PHILIPPINES  
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NO. OF VACANCY : 1

## POSITION TITLE : MEDICAL SPECIALIST III

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY /MEDICAL SERVICE

PLANTILLA ITEM NO. : OSEC-DOHB-MDSP3-308-2014

SALARY GRADE : 24

MONTHLY SALARY : P 98,185.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF THE RELEVANT SPECIALTY SOCIETY OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

#### EXPERIENCE

THREE (3) YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE AS MEDICAL SPECIALIST II OR OTHER RELATED EXPERIENCE

#### TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

#### ELIGIBILITY

RA 1080 ( BOARD OF MEDICINE)

### GENERAL FUNCTION OF THE POSITION

- PROVIDES TREATMENT, MANAGEMENT, AND CARE OF CASES OF PATIENTS ASSIGNED TO THE DEPARTMENT WHERE HE/SHE IS A CONSULTANT.
- SUPERVISES AND TRAINS PHYSICIANS UNDERGOING SPECIALTY TRAINING.
- PROVIDES CONSULTATION AND GUIDANCE SERVICES ON DIFFICULT, COMPLICATED AND UNUSUAL CASES.
- RESPONDS TO EMERGENCY CALLS, IN SPECIAL CASES, PARTICIPATES IN SCIENTIFIC AND PROFESSIONAL ACTIVITIES IN THE HOSPITAL.
- DEVELOPS MEDICAL PROGRAMS AND PROCEDURES FOR THE HOSPITALS SUCH AS THE DEPARTMENTS MANUAL OF PROCEDURES.
- CONDUCTS PERFORMANCE REVIEW AND APPRAISAL OF RESIDENTS/MEDICAL OFFICERS AND OTHER STAFF.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.

NO. OF VACANCIES : 9

## POSITION TITLE : MEDICAL OFFICER IV

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY /MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO. : OSEC-DOHB-MDOF4-173-2016,OSEC-DOHB-MDOF4-154-2016  
OSEC-DOHB-MDOF4-182-2016,OSEC-DOHB-MDOF4-170-2016  
OSEC-DOHB-MDOF4-183-2016, OSEC-DOHB-MDOF4-384-2015  
OSEC-DOHB-MDOF4-189-2016, OSEC-DOHB-MDOF4-370-2015  
OSEC-DOHB-MDOF4-104-2013

MONTHLY SALARY : P 87,315.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

DOCTOR OF MEDICINE

#### EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

#### TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

#### ELIGIBILITY

RA 1080 ( BOARD OF MEDICINE)

### GENERAL FUNCTION OF THE POSITION

- SUPERVISES FELLOW RESIDENT PHYSICIANS IN THE CONDUCT OF CLINICAL AND SURGICAL CARE AND SERVICES.
- PRESCRIBES MEDICINES AND TREATMENT PROCEDURES AND TECHNIQUES WITHIN HIS/HER FIELD OF SPECIFICATION
- CONDUCTS DAILY ROUNDS TO OBSERVE THE PROGRESS AND CONDITION OF THE PATIENTS
- ASSISTS THE CHIEF OF HOSPITAL, CHIEF OF CLINICS, CHIEF OF TRAINING OFFICER, AND DEPARTMENT HEADS IN THE MANAGEMENT OF HOSPITAL OPERATIONS AND PROGRAMS.
- SUPERVISES THE IMPLEMENTATION OF THE HEALTH PROGRAMS ASSIGNED TO THE UNIT
- PERFORMS MEDICAL EXAMINATIONS AND REQUEST FOR DIAGNOSTIC WORK-UPS OR LABORATORY EXAMINATIONS AS NEEDED TO DIAGNOSE AILMENTS
- GIVES MEDICAL ATTENTION TO PATIENTS ADMITTED IN CORRESPONDING SPECIALTY DEPARTMENT WHERE HE/SHE IS ASSIGNED, AND DIRECT PARTICIPATES IN THEIR TREATMENT, MANAGEMENT, AND CARE.
- CONDUCTS AND PARTICIPATES IN HOSPITALS RESEARCH PROJECT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED





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NO. OF VACANCIES: 23

## POSITION TITLE : MEDICAL OFFICER III

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY / MEDICAL SERVICE

SALARY GRADE : 21

PLANTILLA ITEM NO.: OSEC-DOHB-MDOF3-597-1998, OSEC-DOHB-MDOF3-25-2014  
OSEC-DOHB-MDOF3-591-1998, OSEC-DOHB-MDOF3-619-1998  
OSEC-DOHB-MDOF3-620-1998, OSEC-DOHB-MDOF3-621-1998  
OSEC-DOHB-MDOF3-87-2010, OSEC-DOHB-MDOF3-126-2016  
OSEC-DOHB-MDOF3-128-2016, OSEC-DOHB-MDOF3-133-2016  
OSEC-DOHB-MDOF3-164-2015, OSEC-DOHB-MDOF3-176-2015  
OSEC-DOHB-MDOF3-99-2016, OSEC-DOHB-MDOF3-166-2015  
OSEC-DOHB-MDOF3-129-2016, OSEC-DOHB-MDOF3-177-2015  
OSEC-DOHB-MDOF3-595-1998, OSEC-DOHB-MDOF3-152-2015,  
OSEC-DOHB-MDOF3-603-1998, OSEC-DOHB-MDOF3-89-2010  
OSEC-DOHB-MDOF3-615-1998, OSEC-DOHB-MDOF3-604-1998  
OSEC-DOHB-MDOF3-181-2015

MONTHLY SALARY : P 70,013.00

## CSC MINIMUM QUALIFICATION

**EDUCATION** DOCTOR OF MEDICINE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** RA 1080 (BOARD OF MEDICINE)

**PREFERENCE** PSYCHIATRIC RESIDENCY TRAINING PROGRAM

## GENERAL FUNCTION OF THE POSITION

- PROVIDES APPROPRIATE DIAGNOSIS, TREATMENT, MANAGEMENT AND CARE FOR ASSIGNED AND REFERRED PATIENTS.
- PERFORMS PROCEDURES UNDER THE SUPERVISION OF A MEDICAL SPECIALIST/SUPERVISOR.
- ACCOMPLISHES RELEVANT MEDICAL DOCUMENTATION SUCH AS CLINICAL RECORDS UPON ADMISSION AND DISCHARGE OF PATIENTS, AS WELL AS MEDICAL, LEGAL, BIRTH, OR DEATH CERTIFICATES.
- PARTICIPATES IN DIDACTIC LECTURES, AND CLINICAL, SCIENTIFIC AND ADMINISTRATIVE CONFERENCES ORGANIZED BY THE DEPARTMENT OR AFFILIATED SUB-SPECIALTY UNITS.
- CONDUCTS AND PARTICIPATES IN HOSPITAL RESEARCH PROJECT WITHIN RESIDENCY TRAINING PERIOD.
- COORDINATES PATIENT CARE, ESPECIALLY DIFFICULT AND COMPLICATED CASES, WITH SUPERVISORS & ALLIED MEDICAL HEALTH TEAM.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.



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NO. OF VACANCY : 1

## POSITION TITLE : OCCUPATIONAL THERAPIST II

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-OT2-4-1998

MONTHLY SALARY : P 40,208.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELOR'S DEGREE IN OCCUPATIONAL THERAPY

**EXPERIENCE** ONE (1) YEAR OF RELEVANT EXPERIENCE

**TRAINING** FOUR (4) HOURS OF RELEVANT TRAINING

**ELIGIBILITY** RA 1080 (BOARD OF OCCUPATIONAL THERAPY)

### GENERAL FUNCTION OF THE POSITION

- PLANS AND PREPARES OCCUPATIONAL THERAPY PROGRAM ACTIVITIES.
- PERFORMS ROUNDS TO SUPERVISED UNITS
- IMPLEMENTS PLANNED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- EVALUATES IMPLEMENTED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- PREPARES AND SUBMITS EVALUATION OF REFERRED PATIENTS
- EVALUATES REFERRED PATIENTS FOR OCCUPATIONAL THERAPY
- EVALUATES AND RATE WORK PERFORMANCE OF SUPERVISES STAFF.
- MAINTAINS ADEQUATE SUPPLIES, MATERIALS AND EQUIPMENT.
- ATTEND/PARTICIPATES IN SERVICE TRAINING/ STAFF AND CASE CONFERENCE SEMINARS, JOURNAL MEETINGS AND CRAFT DEMO.
- MAINTAIN COORDINATION WITH INTERDEPARTMENT/ AGENCY PERTAINING TO REHABILITATION AND TREATMENT PROGRAMS.
- PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERIORS.

NO. OF VACANCIES : 6

## POSITION TITLE : OCCUPATIONAL THERAPIST I

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 11

PLANTILLA ITEM NO.: OSEC-DOHB-OT1-3-1998, OSEC-DOHB-OT1-4-1998  
OSEC-DOHB-OT1-6-1998, OSEC-DOHB-OT1-7-1998  
OSEC-DOHB-OT1-8-1998, OSEC-DOHB-OT1-9-1998

MONTHLY SALARY : P 30,024.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELORS DEGREE IN OCCUPATIONAL THERAPY

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** RA 1080 (BOARD OF OCCUPATIONAL THERAPY)

### GENERAL FUNCTION OF THE POSITION

- PLANS AND PREPARES OCCUPATIONAL THERAPY PROGRAM ACTIVITIES.
- EVALUATES REFERRED PATIENTS FOR OCCUPATIONAL THERAPY
- IMPLEMENTS PLANNED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- EVALUATES IMPLEMENTED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- PREPARES AND SUBMITS EVALUATION OF REFERRED PATIENTS
- PREPARES AND SUBMITS REPORTS OF ACCOMPLISHMENT OF UNIT
- MAINTAINS ADEQUATE SUPPLIES, MATERIALS, AND EQUIPMENT
- ATTENDS AND PARTICIPATES IN STAFF MEETINGS, IN-SERVICE TRAINING, CASE CONFERENCES, SEMINARS, JOURNAL MEETINGS, AND CRAFT DEMONSTRATIONS.
- MAINTAINS COORDINATION WITH INTER-DEPARTMENT/AGENCY PERTAINING TO REHABILITATION AND TREATMENT PROGRAMS.
- DISSEMINATES AND IMPLEMENTS HOSPITAL ORDERS, CIRCULARS, OFFICE MEMOS, AND OTHER PERTINENT COMMUNICATIONS.
- PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERIORS.



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NO. OF VACANCY : 1

## POSITION TITLE : OCCUPATIONAL THERAPY TECHNICIAN I

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 6

PLANTILLA ITEM NO.: OSEC-DOHB-OTT1-31-1998

MONTHLY SALARY : P 18,957.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY

### GENERAL FUNCTION OF THE POSITION

- OBSERVES, EVALUATES AND CONDUCTS STRUCTURED ACTIVITIES FOR PATIENTS.
- ATTEND WARD ROUNDS, EVALUATES AND COORDINATES WITH MEDICAL AND PARAMEDICAL GROUP FOR CLIENTS TO TAKE TREATMENT PROGRAMS.
- PLANS AND SCHEDULES THERAPEUTIC ACTIVITIES FOR PATIENTS.
- ORIENTS STUDENT AFFILIATES, NURSES AND OTHER GROUPS REGARDING REHABILITATION.
- PREPARES REQUIRED REPORTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

## POSITION TITLE : MEDICAL TECHNOLOGIST II

SERVICE/SECTION : ANATOMICAL/CLINICAL LABORATORY SECTION

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-MDTK2-36-2015

MONTHLY SALARY : P 40,208.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELOR'S DEGREE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH

**EXPERIENCE** ONE (1) YEAR OF RELEVANT EXPERIENCE

**TRAINING** FOUR (4) HOURS OF RELEVANT TRAINING

**ELIGIBILITY** RA 1080 (MEDICAL TECHNOLOGY)

### GENERAL FUNCTION OF THE POSITION

- ATTENDS TO REFERRAL OF DIFFICULT SAMPLE COLLECTION IN PERFORMING PHLEBOTOMY AND OTHER SAMPLE COLLECTION PROCEDURES.
- MONITORS THE IMPLEMENTATION OF POLICIES ON PROPER RECEIPT OF LABORATORY REQUEST AND SAMPLES
- PERFORMS LABORATORY TESTING IN SPECIALIZED UNIT THRU APPLICATION OF IMMUNOLOGIC, BACTERIOLOGIC AND MICROSCOPIC TECHNIQUES
- PERFORMS QUALITY ASSURANCE CHECKS BY RUNNING QUALITY CONTROLS BEFORE RUNNING OF TESTS.
- MAINTAINS LABORATORY EQUIPMENT BY PERFORMING DAILY MAINTENANCE AND CALIBRATION
- ASSISTS THE JUNIOR MEDICAL TECHNOLOGIST BY TEACHING DETAILED LABORATORY PROCEDURES IN THE UNIT ASSIGNED.





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NO. OF VACANCIES : 2

## POSITION TITLE : MEDICAL TECHNOLOGIST I

SERVICE/SECTION : ANATOMIC/CLINICAL LABORATORY SECTION

SALARY GRADE : 11

PLANTILLA ITEM NO.: OSEC-DOHB-MDTK1-91-2013,OSEC-DOHB-MDTK1-210-2014 MONTHLY SALARY : P 30,024.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

BACHELOR'S DEGREE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH

#### EXPERIENCE

NONE REQUIRED

#### TRAINING

NONE REQUIRED

#### ELIGIBILITY

RA 1080 (BOARD OF MEDICAL TECHNOLOGIST)

### GENERAL FUNCTION OF THE POSITION

- PREPARES SPECIMEN FOR TESTING BY FOLLOWING THE CORRECT PROCEDURE ON SPECIMEN PREPARATION.
- PERFORMS ROUTINE BIOCHEMICAL, MICROSCOPIC, BACTERIOLOGICAL AND OTHER LABORATORY EXAMINATION BY FOLLOWING THE STANDARD OPERATING PROCEDURE.
- ASSIST IN PERFORMING QUALITY ASSURANCE CHECKS BY RUNNING QUALITY CONTROLS BEFORE RUNNING TESTS.
- OPERATES AND MAINTAINS LABORATORY EQUIPMENT ACCORDING TO PRESCRIBED PROCEDURES.
- PERFORMS ROUTINE CHECKS ON APPARATUS AND EQUIPMENT.
- SUPPORTS IN THE PERFORMANCE OF PHLEBOTOMY AND PERFORMS OTHER SAMPLE COLLECTION BY ADHERING TO PROPER PROCEDURES.
- MONITORS THE IMPLEMENTATION OF PROPER WASTE SEGREGATION THRU PROPER CHECKING OF WASTE COLLECTED.
- ASSIST THE SENIOR MEDICAL TECHNOLOGIST IN PREPARING MONTHLY CENSUS AND REPORTS BY ACCOUNTING AND RECORDING ALL TESTS DONE.
- COLLATES AND FILES LABORATORY RECORDS.

NO. OF VACANCIES : 5

## POSITION TITLE : MEDICAL LABORATORY TECHNICIAN III

SERVICE/SECTION : ANATOMICAL/CLINICAL LABORATORY SECTION

SALARY GRADE : 10

PLANTILLA ITEM NO.: OSEC-DOHB-MLAB3-235-2014, OSEC-DOHB-MLAB3-239-2014, OSEC-DOHB-MLAB3-29-2015, OSEC-DOHB-MLAB3-30-2015, OSEC-DOHB-MLAB3-52-2016

MONTHLY SALARY : P 25,586.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

COMPLETION OF A COURSE OF ATLEAST FOUR (4) YEARS LEADING TO BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH

#### EXPERIENCE

TWO (2) YEARS OF RELEVANT EXPERIENCE

#### TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

#### ELIGIBILITY

RA 1080 (MEDICAL LABORATORY TECHNICIAN)

### GENERAL FUNCTION OF THE POSITION

- PERFORMS VARIOUS LABORATORY TESTS SUCH AS HEMATOLOGY, FECALYSIS, URINALYSIS AS WELL AS CHEMICAL/ BACTERIOLOGICAL OF FOOD, DRUG AND COSMETICS AND / OR AUTOPSY OF EXPERIMENTAL ANIMALS.
- CONDUCT LABORATORY ANALYSIS RESEARCH.
- MONITORS THE ACTIVITIES INVOLVED FOR LABORATORY ANALYSIS SUCH AS THE PREPERATION OF CHEMICAL REGEANTS AND OTHER MEDIA AND MICROSCOPIC EXAMINATION OF SPECIMENS.
- TRAINS STAFF ON LABORATORY EQUIPMENT OPERATION AND LABORATORY ANALYSIS RESEARCH.
- MONITORS THE CLEANLINESS AND UP KEEP OF LABORATORY EQUIPMENT AND AREA.
- REVIEWS AND ENSURES ACCURACY OF LABORATORY RESULTS PRIOR TO RELEASE.
- OPERATES, MAINTAINS AND CALIBRATES LABORATORY APPARATUS AND EQUIPMENT ACCORDING TO PRESCRIBED TECHNIQUES; ENSURES SAFEKEEPING AND PROPER UTILIZATION OF EQUIPMENT AND SUPPLIES.
- OBSERVES PROPER BIOHAZARD WASTE DISPOSAL.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

## POSITION TITLE : DENTIST I

SERVICE/SECTION : ANCILLARY /DENTAL SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-DENT1-1-1998

SALARY GRADE : 14

MONTHLY SALARY : P 37,024.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** RA 1080 (BOARD OF DENTISTRY)

### GENERAL FUNCTION OF THE POSITION

- PERFORMS PREVENTIVE, DIAGNOSTIC AND CURATIVE DENTAL HEALTH CARE SERVICES WITHIN THE LIMITS OF THE AVAILABLE FACILITIES.
- REFERS PATIENTS TO THE PHYSICIAN FOR MEDICAL CARE OR ADVICE OR TO OTHER UNITS FOR SECONDARY LEVEL CARE.
- ENSURES THE CLEANLINES AND ORDERLINESS OF DENTAL CLINIC, EQUIPMENT AND THE ADEQUATE SUPPLY OF DENTAL MATERIALS.
- INTEGRATES DENTAL HEALTH SERVICES WITHIN THE OVERALL ACTIVITIES OF THE HEALTH UNIT IN THE DELIVERY OF PRIMARY HEALTH CARE.
- MAINTAINS RECORDS OF PATIENT EXAMINATION AND TREATMENTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

## POSITION TITLE : NURSE III

SERVICE/SECTION : NURSING SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-NURS3-220-1998

SALARY GRADE : 17

MONTHLY SALARY : P 47,247.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELOR OF SCIENCE IN NURSING

**EXPERIENCE** ONE (1) YEAR OF RELEVANT EXPERIENCE

**TRAINING** FOUR (4) HOURS OF RELEVANT TRAINING

**ELIGIBILITY** RA 1080 (BOARD OF NURSING)

### GENERAL FUNCTION OF THE POSITION

- COLLABORATES WITH THE ASSISTANT CHIEF NURSE IN DEVELOPING APPLICABLE POLICIES, PROCEDURES AND STANDARDS FOR THE IMPROVEMENT OF PATIENT CARE.
- SUPERVISES AND MONITORS THE QUALITY OF NURSING SERVICES AGAINST PRESCRIBED STANDARDS IN THE ADMINISTRATION OF POLICIES BY CONDUCTING PERIODIC NURSING SERVICE AUDITS AND SOLICITING PATIENT FEEDBACK.
- MONITORS PERFORMANCE OF STAFF BY DETERMINING PERFORMANCE EFFICIENCY RATINGS AND REVIEWING WITH THEM PROCEDURES AND TECHNIQUES IN SERVICE DELIVERY.
- COLLABORATES WITH OTHER DEPARTMENTS OF THE HOSPITAL TO ALIGN NURSING ACTIVITIES WITH OTHER SERVICES.
- CONDUCTS RESEARCHES AND STUDIES TO IDENTIFY OPPORTUNITIES TO IMPROVE THE NURSING SERVICE.
- MONITORS THE ADEQUACY AND MAINTENANCE OF MEDICAL SUPPLIES AND EQUIPMENT.
- CHECKS IMPORTANT DOCUMENTS SUCH AS DAILY TIME RECORDS OF PERSONNEL AND PATIENT HOSPITAL RECORDS FOR COMPLETENESS AND ACCURACY; AND CONSOLIDATES WEEKLY, MONTHLY AND QUARTERLY REPORTS OF HOSPITAL OUTPUT.
- PARTICIPATES IN DIFFERENT NURSING COMMITTEES WHEN NECESSARY.
- PERFORMS OTHER TASKS OR FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCIES : 3

## POSITION TITLE : NURSE II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 16

PLANTILLA ITEM NO.: OSEC-DOHB-NURS2-241-2021, OSEC-DOHB-NURS2-282-2021, OSEC-DOHB-NURS2-2065-2021

MONTHLY SALARY : P 43,560.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

BACHELOR OF SCIENCE IN NURSING

#### EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

#### TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

#### ELIGIBILITY

RA 1080 (BOARD OF NURSING)

### GENERAL FUNCTION OF THE POSITION

- PERFORMS AND MONITORS PATIENT CARE AND OTHER NURSING ACTIVITIES SUCH AS CONDUCTING ROUNDS, SOLICITING PATIENT FEEDBACK, ADMINISTERING MEDICATIONS, AND REPORTING UNUSUAL SYMPTOMS.
- MONITORS AND EVALUATES THEIR PERFORMANCE OF STAFF NURSES AND OTHER NON-PROFESSIONAL STAFF IN PROVIDING PATIENT CARE AND ORGANIZES WORK SCHEDULES TO MAXIMIZE DEVELOPMENT.
- ORIENTS STAFF, NURSING STUDENTS, PATIENTS, AND THEIR FAMILIES IN RELATED AREAS SUCH AS PHILOSOPHY, OBJECTIVES, AND POLICIES OF THE HOSPITAL/NURSING SERVICE AND OTHER HEALTH INFORMATION.
- MONITORS THE INVENTORY AND MAINTENANCE OF SUPPLIES, EQUIPMENT, AND FACILITIES TO PROVIDE APPROPRIATE SERVICE AND A HEALTHY PHYSICAL ENVIRONMENT.
- PERFORMS ADMINISTRATIVE DUTIES, SUCH AS PREPARING REPORTS AND SCHEDULES OF ASSIGNMENTS
- PERFORMS DIRECT NURSING CARE PROCEDURES, WHICH INCLUDE BEDSIDE NURSING, HYGIENE, PRE AND POST-OPERATIVE NURSING CARE, AS WELL OF ADMISSION AND DISCHARGE DUTIES WHEN NECESSARY.
- LIAISES BETWEEN NURSES, PATIENTS, MEMBERS OF THE HEALTH TEAM, AND OTHER UNITS TO COORDINATE FUNCTIONS AND PROVIDE A HEALTHY SOCIAL ENVIRONMENT.
- MENTORS' STUDENT NURSES AND MONITORS THEIR DEVELOPMENT BY PREPARING PROGRAMS/ASSIGNMENTS WITH THE CLINICAL INSTRUCTORS AND EVALUATING PERFORMANCE.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCIES : 4

## POSITION TITLE : NURSE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-NUR1-264-2020, OSEC-DOHB-NUR1-76-2020  
OSEC-DOHB-NUR1-127-2020, OSEC-DOHB-NUR1-172-2020

MONTHLY SALARY : P 40,208.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

BACHELOR OF SCIENCE IN NURSING

#### EXPERIENCE

NONE REQUIRED

#### TRAINING

NONE REQUIRED

#### ELIGIBILITY

RA 1080 (BOARD OF NURSING)

### GENERAL FUNCTION OF THE POSITION

- PERFORMS DIRECT NURSING CARE PROCEDURES, WHICH INCLUDE BEDSIDE NURSING, HYGIENE, PRE- AND POST-OPERATIVE NURSING CARE, AS WELL AS ADMISSION AND DISCHARGE DUTIES.
- ADMINISTERS MEDICATION.
- OBSERVES, RECORDS AND REPORTS PATIENT'S SYMPTOMS, CONDITIONS, AND PROGRESS OF TREATMENT AND THERAPY.
- PREPARES PATIENTS FOR, AND ASSISTS PHYSICIANS WITH, DIAGNOSTIC AND THERAPEUTIC PROCEDURES FOR BOTH NORMAL & SPECIALIZED TREATMENT CASES.
- OPERATES DIAGNOSTICS MACHINES.
- MAINTAINS RECORDS REFLECTING PATIENT CONDITION, MEDICATION, AND TREATMENT.
- COORDINATES WITH OTHER SECTIONS IN THE HOSPITAL REGARDING PATIENT CAREER.
- ASSISTS IN THE EDUCATION AND REHABILITATION OF PATIENTS AND THEIR FAMILIES IN RELATION TO PHYSICAL AND MENTAL HEALTH.
- SETS UP TREATMENT TRAYS, PREPARES INSTRUMENTS AND EQUIPMENT, AND ENSURES ADEQUATE MEDICAL OR HOSPITALS SUPPLIES AND AVAILABILITY OF PROPER EQUIPMENT AND INSTRUMENTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.





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NO. OF VACANCY : 1

## POSITION TITLE : NURSING ATTENDANT II

SERVICE/SECTION : NURSING SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-NATT2-268-1998

SALARY GRADE : 6

MONTHLY SALARY : P 18,957.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** ELEMENTARY SCHOOL GRADUATE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** NONE REQUIRED/MC # 10 S. 2013 CAT. III

### GENERAL FUNCTION OF THE POSITION

- TAKES THE RECORDS OF VITAL SIGNS OF PATIENTS.
- PERFORMS BEDSIDE NURSING CARE, SUCH AS REMOVING BED PANS, TUBE FEEDING, SUCTIONING, CATHETERIZATION, GIVING OF ENEMA AND BATHING OF PATIENTS
- PREPARES PATIENT FOR SURGERY AS SCHEDULED AND EMERGENCY
- ANSWER PATIENTS CALLS
- BRINGS SPECIMENS TO LABORATORY
- RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED
- REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY SECTION
- MAINTAINS CLEANLINESS OF EQUIPMENT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCIES : 4

## POSITION TITLE : NURSING ATTENDANT I

SERVICE/SECTION : NURSING SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-NATT1-256-1998, OSEC-DOHB-NATT1-306-1998  
OSEC-DOHB-NATT1-357-1998, OSEC-DOHB-NATT1-701-1998

SALARY GRADE : 4

MONTHLY SALARY : P 16,833.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** ELEMENTARY SCHOOL GRADUATE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** NONE REQUIRED/MC # 10 S. 2013 CAT. III

### GENERAL FUNCTION OF THE POSITION

- TAKES THE RECORDS OF VITAL SIGNS OF PATIENTS.
- PERFORMS BEDSIDE NURSING CARE, SUCH AS REMOVING BED PANS, TUBE FEEDING, SUCTIONING, CATHETERIZATION, GIVING OF ENEMA AND BATHING OF PATIENTS
- PREPARES PATIENT FOR SURGERY AS SCHEDULED AND EMERGENCY
- ANSWER PATIENTS CALLS
- BRINGS SPECIMENS TO LABORATORY
- RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED
- REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY SECTION
- MAINTAINS CLEANLINESS OF EQUIPMENT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE OFFICER IV

SERVICE/SECTION : HOPSS

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-ADOF4-133-2014

MONTHLY SALARY : P 40,208.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

BACHELOR'S DEGREE RELEVANT TO THE JOB

#### EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

#### TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

#### ELIGIBILITY

CS PROFESSIONAL / 2ND LEVEL ELIGIBILITY

### GENERAL FUNCTION OF THE POSITION

- PREPARES AND DRAFTS ORDERS/MEMORANDUM, AS WELL AS OTHER OFFICER COMMUNICATIONS.
- REVIEWS AND RECOMMENDS WAYS TO STANDARDIZE ADMINISTRATIVE OPERATING PROCEDURES AND IMPROVE SERVICES.
- ASSISTS IN THE PREPARATION OF BUDGET PROPOSALS, SPECIFICALLY FOR THE ADMINISTRATIVE SERVICES OF THE OFFICE.
- PROVIDES ADVICE TO THE ADMINISTRATIVE OFFICER V ON ADMINISTRATIVE MATTERS.
- ASSISTS IN COORDINATING ADMINISTRATIVE SERVICES FUNCTIONS.
- ACCOMPLISHES AND SUBMITS PERIODIC REPORTS OF ACTIVITIES AND ACCOMPLISHMENT.
- COORDINATES AND ACTS AS LIAISON OFFICER TO OTHER GOVERNMENT AGENCIES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE ASSISTANT II

SECTION/SERVICE : HRMO/HOPSS

SALARY GRADE : 8

PLANTILLA ITEM NO.: OSEC-DOHB-ADAS2-118-2004

MONTHLY SALARY : P 21,448.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

COMPLETION OF TWO (2) YEARS OF STUDIES IN COLLEGE OR HIGHSCHOOL GRADUATE W/ RELEVANT VOCATIONAL/TRADE COURSE

#### EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

#### TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

#### ELIGIBILITY

CS SUB PROFESSIONAL/1ST LEVEL ELIGIBILITY

### GENERAL FUNCTION OF THE POSITION

- ENDORSE CORRESPONDENCE, REPORTS, MEMORANDA, AND OTHER OFFICIAL DOCUMENTS TO THE OFFICE
- RECEIVES OFFICIAL COMMUNICATIONS AND REPORTS, UPON RECEIPT AND CIRCULATE AS INSTRUCTED
- COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
- ASSIST INQUIRIES (PHONE AND EMAIL) OF CLIENTS
- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED





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NO. OF VACANCY: 1

## POSITION TITLE : ACCOUNTANT II

SERVICE/SECTION : FINANCE SERVICE

SALARY GRADE : 16

PLANTILLA ITEM NO.: OSEC-DOHB-A2-15-1998

MONTHLY SALARY : P 43,560.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

**EXPERIENCE** ONE (1) YEAR OF RELEVANT EXPERIENCE

**TRAINING** FOUR (4) HOURS OF RELEVANT TRAINING

**ELIGIBILITY** RA 1080 (CERTIFIED PUBLIC ACCOUNTANT)

### GENERAL FUNCTION OF THE POSITION

- PREPARES FINANCIAL REPORTS FOR THE COMMISSION ON AUDIT (COA), DEPARTMENT OF BUDGET AND MANAGEMENT (DBM), NATIONAL GOVERNMENT AGENCIES (NGAS).
- PREPARES PERIODIC MANAGEMENT AND ADMINISTRATIVE REPORTS.
- CERTIFIES BUDGET AND ACCOUNTING-RELATED DOCUMENTS SUCH AS DISBURSEMENT VOUCHERS.
- MANAGES ARCHIVING AND ACCOUNTING OF DOCUMENTS, FINANCIAL STATEMENTS AND BOOK OF ACCOUNTS.
- ATTENDS TO ROUTINE ADMINISTRATIVE MATTERS.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

## POSITION TITLE : ACCOUNTANT I

SERVICE/SECTION : FINANCE SERVICE

SALARY GRADE : 12

PLANTILLA ITEM NO.: OSEC-DOHB-A1-1-1999

MONTHLY SALARY : P 32,245.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

**EXPERIENCE** ONE (1) YEAR OF RELEVANT EXPERIENCE

**TRAINING** FOUR (4) HOURS OF RELEVANT TRAINING

**ELIGIBILITY** RA 1080 (CERTIFIED PUBLIC ACCOUNTANT)

### GENERAL FUNCTION OF THE POSITION

- PREPARES FINANCIAL REPORTS FOR THE COMMISSION ON AUDIT (COA), DEPARTMENT OF BUDGET AND MANAGEMENT (DBM), NATIONAL GOVERNMENT AGENCIES (NGAS).
- PREPARES PERIODIC MANAGEMENT AND ADMINISTRATIVE REPORTS.
- CERTIFIES BUDGET AND ACCOUNTING-RELATED DOCUMENTS SUCH AS DISBURSEMENT VOUCHERS.
- MANAGES ARCHIVING AND ACCOUNTING OF DOCUMENTS, FINANCIAL STATEMENTS AND BOOK OF ACCOUNTS.
- ATTENDS TO ROUTINE ADMINISTRATIVE MATTERS.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)

SECTION/SERVICE : HRMO/HOPSS

PLANTILLA ITEM NO.: OSEC-DOHB-ADA6-284-2004

SALARY GRADE : 6

MONTHLY SALARY : P 18,957.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** ELEMENTARY SCHOOL GRADUATE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** NONE REQUIRED/ MC#10 S. 2013 CAT. III

### GENERAL FUNCTION OF THE POSITION

- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
- PROCESS INCOMING DOCUMENTS UPON RECEIPTS
- INSPECTS BUILDING EQUIPMENT, FACILITIES, AND SURROUNDING AREAS AND DETERMINES REPAIR WORK NEEDS.
- PLANS AND SUPERVISES GARDENERS AND LABORERS IN THE CARE OF GARDEN AND GROUNDS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED

NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)

SECTION/SERVICE : PAVILION 2/HOPSS

PLANTILLA ITEM NO.: OSEC-DOHB-ADA6-270-2004

SALARY GRADE : 6

MONTHLY SALARY : P 18,957.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** ELEMENTARY SCHOOL GRADUATE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** NONE REQUIRED/ MC#10 S. 2013 CAT. III

### GENERAL FUNCTION OF THE POSITION

- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
- PROCESS INCOMING DOCUMENTS UPON RECEIPTS
- INSPECTS BUILDING EQUIPMENT, FACILITIES, AND SURROUNDING AREAS AND DETERMINES REPAIR WORK NEEDS.
- PLANS AND SUPERVISES GARDENERS AND LABORERS IN THE CARE OF GARDEN AND GROUNDS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED





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NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE AIDE III (DRIVER I)

SERVICE/SECTION : HOPSS/TRANSPORT SECTION

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-473-2004

MONTHLY SALARY : P 15,852.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

ELEMENTARY SCHOOL GRADUATE

#### EXPERIENCE

NONE REQUIRED

#### TRAINING

NONE REQUIRED

#### ELIGIBILITY

PROFESSIONAL DRIVERS LICENSE/ MC#10 S. 2013 CAT. IV

### GENERAL FUNCTION OF THE POSITION

- DRIVES HOSPITAL VEHICLE/S AND TRANSPORTS AMBULATORY PATIENTS ESPECIALLY DURING EMERGENCIES AND HOSPITAL PERSONNEL ON OFFICIALS BUSINESS.
- DELIVERS COMMUNICATIONS, OFFICE AND MEDICAL SUPPLIES AND EQUIPMENT AND OTHER REQUISITIONS FROM AND TO THE HOSPITAL.
- PREPARES AND SUBMITS REPORTS ON TRIP TICKETS AND FUEL AND OIL CONSUMPTION, AND MAINTAINS RECORD OF VEHICLE USAGE.
- PERFORMS MINOR AUTO MECHANICAL REPAIRS AND PREVENTIVE MAINTENANCE OF HOSPITAL VEHICLES.
- PREPARES REQUISITIONS OF GASOLINE, OIL, BRAKE FLUID AND OTHER SUPPLIES NECESSARY FOR THE VEHICLE.
- MAINTAINS ORDERLINESS AND CLEANLINESS OF THE GARAGE AND MOTOR POOL PREMISES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE AIDE I

SECTION/SERVICE : PAVILION 2 - CAU/HOPSS

SALARY GRADE : 1

PLANTILLA ITEM NO.: OSEC-DOHB-ADA1-687-2004

MONTHLY SALARY : P 14,061.00

### CSC MINIMUM QUALIFICATION

#### EDUCATION

MUST BE ABLE TO READ AND WRITE

#### EXPERIENCE

NONE REQUIRED

#### TRAINING

NONE REQUIRED

#### ELIGIBILITY

NONE REQUIRED

### GENERAL FUNCTION OF THE POSITION

- PERFORMS CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING PHONE CALLS.
- RECEIVING AND RELEASING OF RELEVANT DOCUMENTS
- MOPS AND SCRUBS FLOORS AND WALLS OF THE SECTION.
- OBSERVES GENERAL CLEANLINESS OF THE OFFICES AND BUILDINGS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

## POSITION TITLE : ADMINISTRATIVE AIDE I

SECTION/SERVICE : PROCUREMENT/ HOPSS

SALARY GRADE : 1

PLANTILLA ITEM NO.: OSEC-DOHB-ADA1-621-2004

MONTHLY SALARY : P 14,061.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** MUST BE ABLE TO READ AND WRITE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** NONE REQUIRED

### GENERAL FUNCTION OF THE POSITION

- PERFORMS CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING PHONE CALLS.
- RECEIVING AND RELEASING OF RELEVANT DOCUMENTS
- MOPS AND SCRUBS FLOORS AND WALLS OF THE SECTION.
- OBSERVES GENERAL CLEANLINESS OF THE OFFICES AND BUILDINGS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

## POSITION TITLE : SECURITY GUARD I

SERVICE/SECTION : SECURITY SECTION

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-SECG1-69-1998

MONTHLY SALARY : P 15,852.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** HIGH SCHOOL GRADUATE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** SECURITY GUARD LICENSE (MC #10S.2013,CAT IV)

### GENERAL FUNCTION OF THE POSITION

- SAFEGUARDS AND PROTECTS BUILDINGS, PROPERTIES, CASH, EQUIPMENT, SUPPLIES, FIREARMS, MAILS AND SIMILAR ITEMS AGAINST ROBBERY, THEFT, PILFERAGE, FIRE, VANDALISM, DAMAGE, AND OTHER SIMILAR HAZARDS
- MAINTAINS RECORDS OF INCOMING AND OUTGOING VISITORS AND VEHICLES, AND INSPECTS EQUIPMENTS OR SUPPLIES BEING UNLOADED OR LOADED
- ACCOSTS SUSPICIOUS PERSONS AND REPORTS UNUSUAL HAPPENINGS AND ACCIDENTS, AND MAINTAINS PEACE AND ORDER WITHIN THE VICINITY
- INSPECTS THE PREMISES, COMPOUNDS, SHOPS, BODEGAS, AND MOTOR POOLS FROM UNLAWFUL ENTRY, REPORTS PERSONS AND VEHICLES ENTERING AND LEAVING PREMISES AND SEARCHES THEM FOR CONTRABANDS, PROHIBITED ARTICLES AND STOLEN PROPERTIES
- ESCORTS PAY MASTER OR CASHIER AND GOVERNMENT OFFICIALS TO THEIR DESTINATION
- CONDUCTS PRELIMINARY INVESTIGATION OF DISTURBANCE AND INFRACTION OF HOSPITAL RULES AND REGULATIONS
- PERFORMS GARRISON AND TOWER GUARD DUTIES
- PERFORMS OTHER RELATED FUNCTIONS AS MAYBE ASSIGNED





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NO. OF VACANCY: 1

## POSITION TITLE : COMPUTER MAINTENANCE TECHNOLOGIST III

SERVICE/SECTION : HOPSS/IHOMP

SALARY GRADE : 17

PLANTILLA ITEM NO.: OSEC-DOHB-CTMT3-15-2013

MONTHLY SALARY : P 47,247.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** BACHELOR'S DEGREE RELEVANT TO THE JOB

**EXPERIENCE** ONE (1) YEARS OF RELEVANT EXPERIENCE

**TRAINING** FOUR (4) HOURS OF RELEVANT TRAINING

**ELIGIBILITY** CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY

### GENERAL FUNCTION OF THE POSITION

- ENSURES THAT THE BASIC TEST EQUIPMENT IS IN GOOD WORKING CONDITION
- MANAGES THE REPAIR SERVICES TO BE OUTSOURCED IN CASE OF BREAKDOWN.
- FILES DOCUMENTS RECORDING OPERATIONAL STATUS OF THE SERVERS AND NETWORK SYSTEMS,
- ASSISTS IN THE PREPARATION OF INCIDENT REPORTS IN CASE OF TECHNICAL AND SYSTEMS BREAKDOWN.
- ASSISTS IN ORGANIZING AND SCHEDULING PREVENTIVE MAINTENANCE ACTIVITIES.
- ASSISTS IN THE PREPARATION OF TERMS OF REFERENCE AS BASIS FOR OUTSOURCING EITHER PREVENTIVE MAINTENANCE OR REPAIR SERVICES AND OPERATIONAL STATUS REPORTS OF THE SERVERS AND NETWORK SYSTEMS
- PERFORMS OTHER FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

## POSITION TITLE : TAILOR

SERVICE/SECTION : LAUNDRY AND LINEN SECTION

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-TLR-2-1998

MONTHLY SALARY : P 15,852.00

### CSC MINIMUM QUALIFICATION

**EDUCATION** ELEMENTARY GRADUATE OR COMPLETION OF RELEVANT VOCATION / TRADE COURSE

**EXPERIENCE** NONE REQUIRED

**TRAINING** NONE REQUIRED

**ELIGIBILITY** NONE REQUIRED / MC # 10 S. 2013 - CAT III

### GENERAL FUNCTION OF THE POSITION

- MEASURES AND CUTS CLOTH ACCORDING TO PATTERN.
- SEWS PIECES TOGETHER TO MAKE PANTS, POLO SHIRTS, GOWN, CAPS, CAMISAS, DRESSES, OR ROMPERS.
- MENDS OR REPAIRS WORN-OUT GARMENTS, AND CUTS HOSPITAL LINEN.
- SIGNS CLEARANCE AND DISPENSES CLEAN LINEN.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.