



Republic of the Philippines
Department of Health
METRO MANILA CENTER FOR HEALTH DEVELOPMENT

1st Endorsement
October 12, 2021

Respectfully endorsed to **Mr. Noel V. Salumbides**, Director II, CSC-Field Office, Department of Health, Manila, the attached List for the vacant position, requesting for publication, recommending favorable action.


GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
Director IV

Republic of the Philippines
DEPARTMENT OF HEALTH
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the DEPARTMENT OF HEALTH in the CSC website:

GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III
Director IV

Date: October 12, 2021

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 Officer IV	OSEC-DOHB- ADOF4-30111- 2004	15	33,575.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Budget Section

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 **October 26, 2021.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** prior to the date of assessment or screening, which should be at least Very Satisfactory shall be required, (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

GLORIA J. BALBOA, MD, MPH, MHA, CEO VI, CESO III

Director IV

Blk 6, Brgy. Road, Welfareville Compound, Brgy Addition Hills, Mandaluyong City 1550

chd_mm@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.