

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: December 6, 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-ADDOF4-30110-2004	SG 15	33,575	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	Supply 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 **December 16, 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 (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, Welfarville Compound, Brgy. Addition Hills, Mandaluyong City, 1550
chd_mm@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.