

Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
Request for Publication of Vacant Positions

SIGNED PUBLICATION  
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Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

MISHA LEE S. SORIANO  
HR SPECIALIST I

CIVIL SERVICE COMMISSION - NCR  
DOH FIELD OFFICE  
NOV 14 2023

  
ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE  
Director IV

Date: 14-Nov-23

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-ADOF4-30110-2004	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant experience	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>•Exemplifying Integrity : Intermediate</li> <li>•Professionalism: Intermediate</li> <li>•Service Excellence : Intermediate</li> <li>• Effective Communication Skills : Intermediate</li> <li>• Effective Interpersonal Relations : Intermediate</li> <li>•Organizational Awareness and Commitment: Intermediate</li> <li>•Accounting Proficiency : Intermediate</li> <li>•Data Recording and Reporting : Intermediate</li> <li>•Equipment Materials and Supplies Management : Intermediate</li> <li>• Providing Support and Services: Intermediate</li> <li>• Supply Chain Management: Intermediate</li> </ul>	Management Support Division

2	Administrative Assistant III	OSEC-DOHB-ADAS3-30037-2014	9	21,211.00	Completion of two-year studies in college or High School Graduate with relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional)/ First Level Eligibility	<ul style="list-style-type: none"> <li>• Exemplifying Integrity : Basic</li> <li>• Professionalism : Basic</li> <li>• Service Excellence: Basic</li> <li>• Effective Communication Skills: Basic</li> <li>• Effective Interpersonal Relations: Basic</li> <li>• Organizational Awareness and Commitment: Basic</li> <li>• Accounting Proficiency: Basic</li> <li>• Attention to Details : Basic</li> <li>• Data Recording and Reporting : Basic</li> <li>• Government Accounting and Budgeting : Basic</li> <li>• Government Departmental Policies and Procedures : Basic</li> </ul>	Management Support Division
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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 November 28, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://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:

  
ALELI ANNIE GRACE P. SUDIACAL MD, MPH, CESE

Director IV

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

[hrmpsb.dohmmchd@gmail.com](mailto:hrmpsb.dohmmchd@gmail.com)

*The Department of Health adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.*

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**