

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

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:

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

Date: January 3, 2022

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	Training Specialist II	OSEC-DOHB-TRNSP2-30040-2014	SG 15	35,097	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	Management Support Services Division
2	Administrative Assistant III	OSEC-DOHB-ADAS3-30037-2014	SG 9	20,402	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	Career Service (Subprofessional) First Level Eligibility	N/A	Management Support Services Division
3	Nurse III	OSEC-DOHB-NUR3-30005-1998	SG 17	41,508	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Local Health Support Division

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 **January 15, 2022**.

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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of (i) certificate of eligibility, (ii) board rating, (iii) license-*if applicable*; 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](mailto:chd_mm@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.