

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

CIVIL SERVICE COMMISSION - NCR
DOH FIELD OFFICE
RECEIVED
MAY 31 2024
MISHA TEE S. SORTANO
ADMINISTRATOR

SIGNED PUBLICATION
RECEIVED AT KMITS ON
MAY 29 2024

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.

RIO L. MAGPANTAY, MD, PHSAE, CESO III
Director IV

Date: 30-May-24

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 Assistant III	OSEC-DOHB-ADAS3-30036-2014	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 (Sub-professional) / First Level Eligibility	<ul style="list-style-type: none"> • Exemplifying Integrity : Basic • Professionalism : Basic • Service Excellence : Basic • Effective Communication Skills : Basic • Effective Interpersonal Relations : Basic • Organizational Awareness and Commitment : Basic • Employee Relations and Events : Basic • Equipment Materials and Supplies Management: Basic • Managing Work: Basic • Government and Departmental Policies and Procedures: Basic • Providing Support and Services : Basic 	Regulation, Licensing and Enforcement Division

2	Licensing Officer III	OSEC-DOHB-LIOF3-30042-2014	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> • Exemplifying Integrity : Advance • Professionalism : Advance • Service Excellence : Advance • Effective Communication Skills : Advance • Effective Interpersonal Relations : Advance • Organizational Awareness and Commitment : Advance • Audit Planning : Advance • Building Relationship with Stakeholders : Advance • Data Recording and Reporting : Advance • Departmental Policies and Procedures : Advance • Implementing Health Policies and Regulations : Advance • Learning Facilitation : Advance • Technical Consulting : Advance 	Regulation, Licensing and Enforcement 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 June 14, 2024.

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;
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:

RIO L. MAGPANTAY, MD, PHSAE, CESO III

Director IV

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

hrmpsb.dohmchd@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.