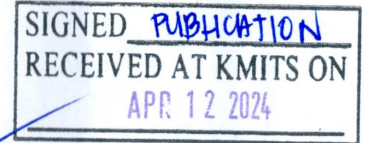


Republic of the Philippines
DEPARTMENT OF HEALTH
Request for Publication of Vacant Positions



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:

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

Date: 11-Apr-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Senior Health Program Officer	OSEC-DOHB-SRHPO-30012-2014	18	46,725.00	Bachelor's Degree	Eighth (8) hours of relevant training	Two (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 ● Advocating Public Health: Advance ● Building Relationship with Stakeholders : Advance ● Data Recording and Reporting : Advance ● Diversity Management : Advance ● Health Promotion and Health Education : Advance ● Planning, Organizing and Delivering : Advance ● Program / Project Planning and Management : Advance 	Local Health Support Division

2	Administrative Assistant III	OSEC-DOHB-ADAS3-30027-2014	9	21,211.00	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course	Fours (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11. s.1996 Career Service (Subprofessional) 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 ●Benefits, Compensation and Welfare Management : Basic ●Data Recording and Reporting: Basic ●Diversity Management: Basic ●Government and Departmental Policies and Procedures: Basic ●Manpower Aquisition and Development: Basic ●Performance Management Standards: Basic ● Providing Support and Services: Basic 	Management Support Division
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3	Administrative Assistant II	OSEC-DOHB-ADAS2-30073-2004	8	19,744.00	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course	Fours (4) hours of relevant training	One (1) year of relevant experience	Relevant MC 11. s.1996 Career Service (Subprofessional) 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 ●Information Management : Basic ●Information Security, Risk Management and Assurance: Basic ●Managing Work: Basic ●Networks, Telecommunication, Wireless and Mobility Knowledge: Basic ●Planning, Organizing and Delivering: Basic 	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 April 26, 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.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.