

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



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JAN 23 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: **HR SPECIALIST I**

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

Date: 23-Jan-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-ADAS3-30033-2014	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"> ● 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

2	Administrative Officer I	OSEC-DOHB-ADOF1-30062-2014	10	23,176.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second 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 • Attention to Details : Basic • Government and Departmental Policies and Procedures: Basic • Managing Work : Basic • Policy Development : Basic • Providing Support and Services : Basic 	Field Operations Cluster
3	Training Specialist II	OSEC-DOHB-TRNSP2-30040-2014	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second level Eligibility	<ul style="list-style-type: none"> • Exemplifying Integrity : Intermediate • Professionalism: Intermediate • Service Excellence : Intermediate • Effective Communication Skills : Intermediate • Effective Interpersonal Relations : Intermediate • Organizational Awareness and Commitment: Intermediate • Building Relationship with Stakeholders : Intermediate • Data Recording and Reporting : Intermediate • Diversity Management : Intermediate • Employee Relations and Events : Intermediate • Learning and Development: Intermediate • Providing Support and Services : Intermediate • Training Program Administration: Intermediate 	Management Support Division

4	Nurse III	OSEC-DOHB-NURS3-30003-1998	17	43,030.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	<ul style="list-style-type: none"> •Exemplifying Integrity : Intermediate •Professionalism: Intermediate •Service Excellence : Intermediate • Effective Communication Skills : Intermediate • Effective Interpersonal Relations : Intermediate •Organizational Awareness and Commitment: Intermediate • Building Relationship with Stakeholders : Intermediate • Data Recording and Reporting : Intermediate • Diversity Management : Intermediate •Health Promotion and health Education : Intermediate • Learning Facilitation : Intermediate • Technical Consulting : Intermediate 	Local Health Support Division
5	Development Management Officer IV	OSEC-DOHB-DMO4-30053-2014	22	71,511.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 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 •Data Recording and Reporting : Advance •Health Promotion and Health Education : Advance • Implementing Health Policies & Regulations : Advance • Monitoring and Evaluation Skills • Program / Project Planning and Management : Advance 	Field Operations Cluster

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 February 7, 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.