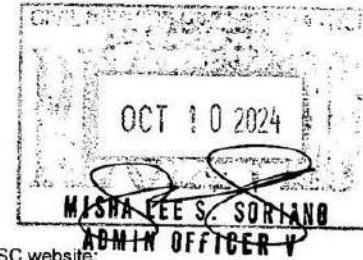


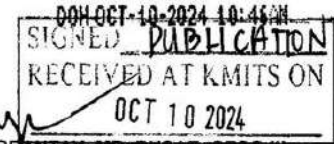
Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
Request for Publication of Vacant Positions



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: 10-Oct-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-ADAS3-30028-2014	9	22,219.00	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>●Accounting Proficiency: Intermediate</li> <li>●Data Recording and Reporting: Intermediate</li> <li>●Government Accounting and Budgeting: Intermediate</li> <li>●Government and Departmental Policies and Procedures: Intermediate</li> <li>●Preparation of Budget Plans and Annual Budget Submissions: Intermediate</li> <li>●Providing Support and Services: Intermediate</li> </ul>	Management Support Division
2	Licensing Officer I	OSEC-DOHB-LIOF1-30001-2024	11	28,512.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>●Employee Relations and Events: Basic</li> <li>●Equipment, Materials and Supplies Management: Basic</li> <li>●Government and Departmental Policies and Procedures: Basic</li> <li>●Managing Work: Basic</li> <li>●Providing Support and Services: Basic</li> </ul>	Regulations, Licensing, and Enforcement Division

3	Administrative Officer I	OSEC-DOHB-ADOF1-30013-2024	10	24,381.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>●Attention to details: Basic</li> <li>●Government and Departmental Policies and Procedures: Basic</li> <li>●Managing Work: Basic</li> <li>●Policy Development: Basic</li> <li>●Providing Support and Services: Basic</li> </ul>	Management Support Division
4	Administrative Officer I	OSEC-DOHB-ADOF1-30014-2024	10	24,381.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	<ul style="list-style-type: none"> <li>●Attention to details: Basic</li> <li>●Government and Departmental Policies and Procedures: Basic</li> <li>●Managing Work: Basic</li> <li>●Policy Development: Basic</li> <li>●Providing Support and Services: Basic</li> </ul>	Management Support Division
5	MEDICAL OFFICER III	OSEC-DOHB-MDOF3-30041-2014	21	67,005.00	Doctor of Medicine	None Required	None Required	RA 1080	<ul style="list-style-type: none"> <li>● Building Relationship with Stakeholders: Advanced</li> <li>● Diversity Management; Advanced</li> <li>● Government and Departmental Policies and Procedures: Advanced</li> <li>● Health Promotion and Health Education: Advanced</li> <li>● People Management: Advanced</li> <li>● Program/ Project Planning and Management: Advanced</li> <li>● Technical Consulting: Advanced</li> </ul>	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 October 23, 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](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:

**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](mailto: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.**