

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

*Mh*  
**MISHA LEE S. SORIANO**  
HR SPECIALIST 1

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: March 1, 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	Statistician II	OSEC-DOHB-STAT2-30001-1998	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	Health Planning Unit
2	Administrative Officer I	OSEC-DOHB-ADOF1-30390-2016	SG 10	22,190	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Bid and Awards Committee

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 **March 16, 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  
[hrmpsb.dohmmchd@gmail.com](mailto:hrmpsb.dohmmchd@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**