

Republic of the Philippines
DOH - TREATMENT AND REHABILITATION CENTER
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 DOH - TREATMENT AND REHABILITATION CENTER in the CSC website:

Date: _____
Pete Fran E. Avila
ADMINISTRATIVE OFFICER V (OIC-HRMO)
APRIL 5, 2024

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	ADMINISTRATIVE ASSISTANT II (HUMAN RESOURCE MANAGEMENT ASSISTANT)	OSEC-DOHB-ADAS2-175-2014	8	₱ 19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	Core Competencies: 1. Exemplifying Integrity - 1 2. Professionalism - 1 3. Service Excellence - 1 Organizational Competencies: 1. Effective Communication Skills - 1 2. Effective Interpersonal Relations - 1 3. Organizational Awareness and Commitment - 1 Technical Competencies: 1. Benefits, Compensation and Welfare Management - 1 2. Data Recording and Reporting - 1 3. Manpower Acquisition and Development - 1 4. Providing Support and Services - 1 5. Training Program Administration - 1	Administrative Division/HRMS

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 15, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet, which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression(SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PORTIA B. GRAVOSO-ALIPOSA, MD, DPAFP, DPCAM
Chief of Hospital III
Barangay Highway, Dulag, Leyte 6505
trcdulag.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.