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must be in MS Excel format

Republic of the Philippines  
**DEPARTMENT OF HEALTH-CENTER FOR HEALTH DEVELOPMENT-EASTERN VISAYAS**  
Request for Publication of Vacant Positions

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-Center for Health Development-Eastern Visayas in the CSC website:

  
**IMELDA Q. CREER**  
Administrative Officer V/HRMO III  
**HRMO**

Date: \_\_\_\_\_

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 (Budget Assistant)	OSEC- DOHB- ADAS2- 540014-2004	SG- 8	P16,282.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub- professional) First Level Eligibility	<b>CORE:</b> 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence <b>ORGANIZATIONAL:</b> 1. Effective Communication Skills 2. Effective Interpersonal Skills 3. Organizational Awareness & Commitment 4. Promoting Innovation	Budget Section- Management Support Division, DOH-CHD-Eastern Visayas

									<b>TECHNICAL:</b>	
									1. Computer Literacy	
									2. Government Accounting & Budgeting	
									3. Records Management	

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 **December 5, 2018.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet (if applicable) 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. Authenticated photocopy of certificate of eligibility/rating/license;
4. Authenticated Photocopy of Transcript of Records;
5. Photocopy of Certificates of Trainings attended.

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

**MINERVA P. MOLON, MD, MPH, FPPA, CESO III**

Director IV

Department of Health  
Center for Health Development-Eastern Visayas  
Government Center, Candahug, Palo, Leyte  
[dohro8hr.docs@gmail.com](mailto:dohro8hr.docs@gmail.com)

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