

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
DEPARTMENT OF HEALTH
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 in the CSC website:

MA. FARIDA M. MATEO, MM
Administrative Officer V (HRMO III)

Date: January 9, 2024

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	DEVELOPMENT MANAGEMENT OFFICER IV	OSEC-DOHB-DMO4-540044-2014	22	71511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	CORE - Level 3: Exemplifying Integrity, Professionalism, Service Excellence ORGANIZATIONAL - Level 3: Effective Communication Skills, Effective Interpersonal Skills, Organizational Awareness and Commitment TECHNICAL - Level 3: Advocating Public Health, Data Recording and Reporting, Health Promotion and Health Education, Implementing Health Policies and Regulations, Monitoring and Evaluating Skills, Organizing Communities, Program/Project Planning and Management	PROVINCIAL DOH OFFICE

2	DEVELOPMENT MANAGEMENT OFFICER IV	OSEC-DOHB-DMO4- 540039-2014	22	71511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>CORE - Level 3: Exemplifying Integrity, Professionalism, Service Excellence</p> <p>ORGANIZATIONAL - Level 3: Effective Communication Skills, Effective Interpersonal Skills, Organizational Awareness and Commitment</p> <p>TECHNICAL - Level 3: Advocating Public Health, Data Recording and Reporting, Health Promotion and Health Education, Implementing Health Policies and Regulations, Monitoring and Evaluating Skills, Organizing Communities, Program/Project Planning and Management</p>	PROVINCIAL DOH OFFICE
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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 **January 22, 2024.**

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;
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. Photocopy of Certificates of Trainings attended.
6. Service Record / Certificate of Employment
7. **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:

EXUPERIA B. SABALBERINO, MD, MPH, CEsE
 Director IV
 Government Center, Candahug, Palo, Leyte
dohro8hr.docs@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.