

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:


IMELDA Q. CREER
HRMO

Date: January 18, 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	ADMINISTRATIVE OFFICER V (CASHIER III)	OSEC-DOHB-ADOF5-540016-2004	18	43681.00	Bachelor's Degree	8 hours of relevant training	2 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 Relations, Organizational Awareness & Commitment</p> <p>TECHNICAL - Level 3: Accounting Proficiency, Attention to Details, Cash Management, Data Recording and Reporting, Government Accounting and Budgeting, Government and Departmental Policies and Procedures, Planning, Organizing and Delivering</p>	Management Support Division (MSD) - Cashier Section, DOH- EV CHD, Government Center, Palo, Leyte

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 31, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached 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. Photocopy of Certificates of Trainings attended
6. Service Record / Certificate of Employment

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.