


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:


MAJ. FARIDA M. MATEO, MM
Administrative Officer V (HRMO III)
Date: August 7, 2023

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	SENIOR HEALTH PROGRAM OFFICER	OSEC-DOHB- SRHPO-540025- 2014	18	46725	Bachelor's degree	8 hours of relevant training	2 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 & Commitment TECHNICAL - Level 3: Advocating Public Health, Building Relationship with Stakeholders, Data Recording and Reporting, Diversity Management, Health Promotion and Health Education, Planning, Organizing and Delivering, Program / Project Planning and Management	LOCAL HEALTH SUPPORT DIVISION (UHSD)

2	ADMINISTRATIVE ASSISTANT II (BUDGET ASSISTANT)	OSEC-DOHB-ADAS2-540014-2004	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	<p>CORE - Level 1: Exemplifying Integrity, Professionalism, Service Excellence</p> <p>ORGANIZATIONAL - Level 1: Effective Communication Skills, Effective Interpersonal Skills, Organizational Awareness & Commitment</p> <p>TECHNICAL - Level 1: Accounting Proficiency, Attention to details, Data Recording and Reporting, Government Accounting and Budgeting, Government and Departmental Policies and Procedures, Preparation of Budget Plans and Annual Budget Submissions, Providing support and services</p>	MANAGEMENT SUPPORT DIVISION (MSD)
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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 **August 18, 2023**.

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
dehro8hr.docs@gmail.com