


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

  
CAMILLE JANE L. DE LA CRUZ  
ADMINISTRATIVE OFFICER IV (HRMO II)  
Date: December 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	Administrative Officer V (Supply Officer III) (Anticipated Vacancy)	OSEC-DOHB-ADOF5-147-2014	18	46725	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/Second Level Eligibility	<b>Core Competencies: Level 3</b> 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence  <b>Organizational Competencies: Level 3</b> 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment  <b>Technical Competencies: Level 3</b> 1. Attention to Details 2. Data Recording and Reporting 3. Equipment, Materials and Supplies Management 4. Procurement Planning and Management	Materials Management Section

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 18, 2023**.

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](http://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 Diploma and Transcript of Records (of both undergraduate and post-graduate degrees, if applicable)
5. Photocopy of Certificate of Trainings Attended

*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 identify and expression(SOGIE).*

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

PORTIA GRAVOSO-ALIPOSA, MD, DPAFP, DPCAM  
Chief of Hospital III  
DOH-TRC Dulag, Barangay Highway, Dulag, Leyte 6505  
[trcdulag.recruitment@gmail.com](mailto:trcdulag.recruitment@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.