

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 27, 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 IV (Human Resource Management Officer II) <i>(Anticipated Vacancy)</i> | OSEC-DOHB-ADOF4-139-2014 | 15 | 36619 | Bachelor's Degree | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Professional)/Second Level Eligibility | Core Competencies: Level 2 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence Organizational Competencies: Level 2 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment Technical Competencies: Level 2 1. Benefits, Compensation and Welfare Management 2. Employee Relations and Events 3. Government and Departmental Policies and Procedures 4. Learning Facilitation 5. People Management 6. Performance Management Standards 7. Research and Analysis | Human Resource Development Unit |

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 8, 2024**.

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;
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 identity 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.