

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:

Date:

**ADMINISTRATIVE OFFICER V (Designated - HRMO)**  
June 22, 2023

Pete KRATE Avila



No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	COMPUTER MAINTENANCE TECHNOLOGIST II (Anticipated Vacancy)	OSEC-DOHB-CTMT2-92-2014	SG-15	₱ 36,619.00	Bachelor's Degree Relevant to the Job	Four (4) hours of relevant Training	One (1) Year of Relevant Experience	Career Service (Professional) Second Level Eligibility	<b>Core Competencies: Level 2</b> 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence  <b>Organizational Competencies: Level 2</b> 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment  <b>Technical Competencies: Level 2</b> 1. Enterprise Resource Planning 2. Information, Security, Risk Management and Assurance 3. People Management 4. Planning, Organizing and Delivering 5. Systems Administration and Data Management	Information and Communication Technology Unit, DOH-TRC-Dulang, Leyte
2	NURSE I	OSEC-DOHB-NUR1-301-2014	SG-15	₱ 36,619.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	<b>Core Competencies: Level 2</b> 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence  <b>Organizational Competencies: Level 2</b> 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment  <b>Technical Competencies: Level 2</b> 1. Care Management 2. Data Recording and Reporting 3. Diversity Management 4. Patient-Centered Care 5. Planning, Organizing and Delivering	Nursing Section, DOH-TRC-Dulang, 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 **JULY 2, 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.osc.gov.ph](http://www.osc.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. 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:

**PETE RYAN E. AVILA**

Administrative Officer V (Designated HRMO)  
Barangay Highway, Dilig, Leyte 6505  
[trcdular.recruitment@gmail.com](mailto:trcdular.recruitment@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**