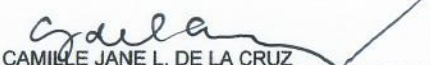


Republic of the Philippines
DOH - TREATMENT AND REHABILITATION CENTER
Request for Publication of Vacant Positions

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 5, 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	Medical Specialist I	OSEC-DOHB-MDSP1-75-2014	22	71511	Doctor of Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Registered/Licensed Physician)	Core Competencies: Level 3 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence Organizational Competencies: Level 3 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment Technical Competencies: Level 3 1. Achieving High Standards 2. Case Management 3. Decision Quality 4. Diversity Management 5. Patient-Centered Care 6. People Management 7. Planning, Organizing and Delivering 8. Scientific Knowledge for Health/Medical Staff 9. Technical Consulting	Medical Ancillary Services
2	Attorney III (Anticipated Vacancy)	OSEC-DOHB-ATY3-95-2014	21	63997	Bachelor of Laws	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080 (Bar)	Core Competencies: Level 3 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence Organizational Competencies: Level 3 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment Technical Competencies: Level 3 1. Contract Management 2. Decision Quality 3. Diversity Management 4. Government and Department Policies and Procedures 5. Legal Proficiency 6. Technical Consulting	Legal Section
3	Administrative Assistant II (Clerk IV) (Anticipated Vacancy)	OSEC-DOHB-ADAS2-178-2014	8	19744	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub - Professional) / First-Level Eligibility	Core Competencies: Level 1 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence Organizational Competencies: Level 1 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment Technical Competencies: Level 1 1. Building Relationship with Stakeholders 2. Data Recording and Reporting 3. Diversity Management 4. People Management 5. Providing Support Services 6. Respecting and Caring for Patients	Office of the TRC Chief

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 15, 2023**.

- 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;
- 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.