

Republic of the Philippines  
EASTERN VISAYAS MEDICAL CENTER  
Tacloban City  
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 EASTERN VISAYAS MEDICAL CENTER in the CSC website:

  
SONIETA M. GERBOLINGO

SAO, Head of the Human Resource

Date: February 24, 2022 

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	
1	Administrative Assistant I (Secretary I)	OSEC-DOHB-ADAS1-540082-2015	7	17,899.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First level eligibility	Administrative Service
2	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-540005-2014 OSEC-DOHB-ADAS1-540064-2015 OSEC-DOHB-ADAS1-540076-2015	7	17,899.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) First level eligibility	Administrative Service
3	Administrative Assistant II (Administrative Assistant II)	OSEC-DOHB-ADAS2-540011-2014 OSEC-DOHB-ADAS2-540040-2015 OSEC-DOHB-ADAS2-540039-2015	8	18,998.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility	Administrative Service

**EVMC promotes equal employment opportunity for men and women at all levels of position, provided that applicants meet the minimum requirements of the position without discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).**

**For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled Date of Exam and Interview.**

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 **March 07, 2022**

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](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 Transcript of Records.

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

SALVADOR B. EVARDONE MD, MHA, MPH, CESE

Medical Center Chief II

Brgy. 93, Bagacay, Tacloban City

evrmcjobapplication@gmail.com

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