



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: June 28, 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 (B))	OSEC-DOHB-ADAS1-540091-2015	7	17,899.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility	Administrative Service
2	Administrative Assistant I (Secretary I (B))	OSEC-DOHB-ADAS1-540071-2015	7	17,899.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility	Administrative Service
3	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-540085-2015	7	17,899.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First level eligibility	Administrative Service
4	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-540072-2015	7	17,899.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First level eligibility	Administrative Service

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
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5	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-540058-2015	7	17,899.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First level eligibility	Administrative Service
6	Administrative Assistant II (Accounting Clerk III)	OSEC-DOHB-ADAS2-540039-2015	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility	Cash Operation
7	Administrative Assistant III (Buyer III)	OSEC-DOHB-ADAS3-540026-2015	9	20,402.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility	Administrative Service
8	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540020-2015	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	Administrative Service
9	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-540014-2015	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	Administrative Service
10	Administrative Officer II (Information Officer I)	OSEC-DOHB-ADOF2-540002-2014	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	Administrative Service
11	Medical Equipment Technician IV	OSEC-DOHB-MEQT4-540236-2015	13	29,798.00	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	16 hours relevant training	3 years relevant experience	Medical Equipment Technician (CSC MC 10, s. 2013-Cat. II)	Engineering and Facilities Management Department

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).

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 **July 11, 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;
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.