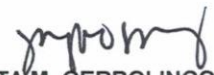


Republic of the Philippines
EASTERN VISAYAS MEDICAL CENTER
Tacloban City
Request for Publication of Vacant Positions

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: August 04, 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	Compe- tency (if appli- cable)	
1	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-540064-2015	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	N/A	Administrative Service
2	Administrative Assistant II (Accounting Clerk III)	OSEC-DOHB-ADAS2-540011-2014	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	N/A	Administrative Service
3	Administrative Assistant II (Administrative Assistant)	OSEC-DOHB-ADAS2-540040-2015	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	N/A	Administrative Service
4	Administrative Officer II (Administrative Officer I)	OSEC-DOHB-ADOF2-540008-2015	11	25,439.00	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	N/A	Administrative Service
5	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)	N/A	Engineering and Facilities Management Department

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 **August 15, 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.
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). 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.

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.