

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

  
**SONIETA M. GERBOLINGO**

SAO, Head of the Human Resource

Date: **December 15, 2020** 

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	ADMINISTRATIVE OFFICER V (Senior Records Management Analyst)	OSEC-DOHB-ADOF5-540023-2004	18	42,159.00	Bachelor's degree	8 hours relevant training	2 years of relevant Experience	Career Service (Professional) Second level eligibility	Preferably with hospital experience	Medical Records
2	SUPERVISING ADMINISTRATIVE OFFICER (Supply Officer IV)	OSEC-DOHB-SADOF-540001-2015	22	66,867.00	Bachelor's degree	16 hours relevant training	3 years of relevant Experience	Career Service (Professional) Second level eligibility	Preferably with hospital experience	Administrative Service

**EVRMC 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 **December 30, 2020**

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  
\_\_\_\_\_  
Medical Center Chief II  
\_\_\_\_\_  
Brgy. 93, Bagacay, Tacloban City  
\_\_\_\_\_  
[evrmcjobapplication@gmail.com](mailto:evrmcjobapplication@gmail.com)

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