



Republic of the Philippines  
**DEPARTMENT OF HEALTH-EASTERN VISAYAS CENTER FOR HEALTH DEVELOPMENT**  
 Government Center, Palo, Leyte

Electronic copy to be submitted to the CSC  
 FO must  
 be in MS Excel format



**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 Department of Health-Eastern Visayas Center for Health Development in the CSC website:

**IMELDA Q. CREER**

Administrative Officer V/Head, HRM Section

Date: 05/25/2021

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 ASSISTANT V (BUYER IV)	OSEC-DOHB-ADAS5-540008-2014	SG 11	P23,877.00	Completion of two-year studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	<b>CORE: Level 2</b> Exemplifying Integrity, Professionalism, Service Excellence  <b>ORGANIZATIONAL: Level 2</b> Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment	Procurement Unit / Management Support Division, DOH EVCHD, Government Center, Palo, Leyte

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									<b>TECHNICAL-Level 3</b> Government and Departmental Policies and Procedures Procurement Planning and Management Contract Management Managing Work Providing Support and Services	
2	STATISTICIAN II	OSEC-DOHB-STAT2-540001-2014	SG 15	P33,575.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility	<b>CORE: Level 2</b> Exemplifying Integrity, Professionalism, Service Excellence  <b>ORGANIZATIONAL: Level 2</b> Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment.	<b>Planning &amp; Research Development Unit, DOH-EVCHD, Government Center, Palo, Leyte</b>

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									<b>TECHNICAL: Level 2</b> Data Management Data Recording and Reporting Planning, Organizing and Delivering Research & Analysis Statistical Research for Health Technical Consulting	

All qualified next in rank shall be automatically considered for promotion. However, a qualified next in rank has to submit letter of intent and an updated Personal Data Sheet with attached supporting documents on or before the deadline to the HRM Section. Failure to do so will automatically waive one's right to be included as candidate.

Likewise, this Office highly encourages other interested and qualified applicants including persons with disability (PWD), members of the indigenous communities, and those from any sexual orientation and gender identities to apply. Signify interest in writing and attach the following documents to the application letter:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet (if applicable) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) - 4 copies
2. Performance rating in the last rating period (if applicable);
3. Authenticated photocopy of certificate of eligibility
4. Authenticated Photocopy of Transcript of Records;
5. Photocopy of Certificates of Trainings attended.
6. Service Record / Certificate of Employment

QUALIFIED APPLICANTS are advised to hand in their application to the Human Resource Management Section or send thru email at [dohro8hr.docs@gmail.com](mailto:dohro8hr.docs@gmail.com), or send through courier addressed to:

**EXUPERIA B. SABALBERINO, MD, MPH, CESe**

OIC, Director IV

Department of Health-Eastern Visayas Center for Health Development

Government Center, Candahug, Palo, Leyte

**DEADLINE OF SUBMISSION OF APPLICATION IS ON June 7, 2021. APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**