



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 position, which is 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: 06/01/2021

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 OFFICER V (CASHIER III)	OSEC-DOHB-ADOF5-540016-2004	SG 18	P43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	CORE: Level 3 Exemplifying Integrity, Professionalism, Service Excellence ORGANIZATIONAL: Level 3 Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment	Cashier Section / Management Support Division, DOH EVCHD, Government Center, Palo, Leyte

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
									TECHNICAL-Level 3 Accounting Proficiency, Attention to Details, Cash Management, Data Recording & Reporting, Government Accounting and Budgeting, Government and Departmental Policies and Procedures, Planning, Organizing, and Delivering	

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 - 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, 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 15, 2021. APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.