


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

Republic of the Philippines
DEPARTMENT OF HEALTH-EASTERN VISAYAS CENTER FOR HEALTH DEVELOPMENT
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled at the of DEPARTMENT OF HEALTH-EASTERN VISAYAS CENTER FOR HEALTH DEVELOPMENT in the CSC website:


IMELDA Q. CREER
Administrative officer V/HRMO III
HRMO
Date: 12/19/2018

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	LICENSING OFFICER V (Chief, Regulation, Licensing & Enforcement Division)	OSEC-DOHB-LIOF5-540014-2014	24	P 73,299.00	Masteral Degree	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Career Service Professional 2nd Level Eligibility R.A. 1080	<p>CORE: 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence</p> <p>ORGANIZATIONAL: 1. Effective Communication Skills 2. Effective Interpersonal Skills 3. Organizational Awareness & Commitment 4. Promoting Innovation</p>	Regulation, Licensing & Enforcement Division

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
								<p>LEADERSHIP:</p> <ol style="list-style-type: none"> 1. Building Collaborative & Inclusive Relationship 2. Leading Change 3. Managing Performance & Coaching for Results 4. Thinking Creatively and Strategically 5. Creating & Nurturing a High Performing Organization <p>TECHNICAL:</p> <ol style="list-style-type: none"> 1. Building Relationship with Strakeholders 2. Government & Departmental Policies & procedures 3. Implementing Health Policies & Procedures 4. Management Acumen 5. Project/Program Planning & Management 6. Risk management 7. Technical Consulting 	

All qualified next in rank shall be automatically considered for promotion. However, a candidate has to submit letter of intent and an updated Personal Data Sheet to the HRM Unit. 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 and send to the address below not later than January 4, 2019:

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; with attached Work Experience Sheet
2. Performance rating in the present position for one (1) year (if applicable);
3. Authenticated photocopy of certificate of eligibility/rating/license;
4. Authenticated photocopy of Transcript of Records;
5. Authenticated photocopy of Certificates of Trainings/Seminars attended for the last 5 years.
6. Certificate of Employment from present/previous employer.

QUALIFIED APPLICANTS are advised to hand in or send through courier / email their application addressed to:

MINERVA P. MOLON, MD, MPH, FPPA, CESO III

Director IV

Department of Health-Regional Office VIII,

Government Center, Palo, Leyte

Email: dohro8hr.docs@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.