

Republic of the Philippines  
**DOH - TREATMENT AND REHABILITATION CENTER**  
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 DOH - TREATMENT AND REHABILITATION CENTER in the CSC website:

Date: \_\_\_\_\_

JEARVE A. DY  
ADMINISTRATIVE OFFICER IV (HRMO II)  
June 21, 2024

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 III (SUPPLY OFFICER II)	OSEC-DOHB-ADO-F3-540008-2024	14	₱ 33,843.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional)/Second Level Eligibility	<b>Organizational Competencies: Level 2</b> 1. Effective Communication Skills - 2 2. Effective Interpersonal Relations - 2 3. Organizational Awareness and Commitment - 2  <b>Technical Competencies: Level 2</b> 1. Contract Management - 2 2. Government and Departmental Policies and Procedures - 2 3. Equipment, Materials and Supplies Management - 2 4. People Management - 2 5. Planning, Organizing, and Delivering - 2 6. Procurement Planning and Management - 2 7. Risk Management - 2	Procurement Section/Administrative Division	
2	LEGAL ASSISTANT II	OSEC-DOHB-LEA2-262-2014	SG-12	₱ 29,165.00	BS in Legal Management, AB Paralegal Studies, Law, Political Science and other Allied Courses.	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service Professional/Second Level Eligibility	<b>Core Competencies:</b> 1. Exemplifying Integrity - 2 2. Professionalism - 2 3. Service Excellence - 2  <b>Organizational Competencies:</b> 1. Effective Communication Skills - 2 2. Effective Interpersonal Relations - 2 3. Organizational Awareness and Commitment - 2  <b>Technical Competencies:</b> 1. Attention to Details - 2 2. Government and Departmental Policies and Procedures - 2 3. Legal Proficiency - 2 4. Planning, Organizing and Delivering - 2 5. Technical Consulting - 2	Office of the TRC Chief /Legal Section	

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 **JULY 1, 2024**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet, 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.
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).

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

**PORTIA B. GRAVOSO-ALLIPOSA, MD, DPAPF, DPCAM**

Chief of Hospital III

Barangay Highway, Dulag, Leyte 6505

[trcdulag.recruitment@gmail.com](mailto:trcdulag.recruitment@gmail.com)

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