



Republic of the Philippines  
Department of Health - Treatment and Rehabilitation Center-Dulag, Leyte  
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DOH-TRC-DULAG in the CSC website:

**PETE RYAN E. AVILA**  
ADMINISTRATIVE OFFICER IV (HRMO II)  
Date: August 2, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	PSYCHOLOGIST III	PSY3-241-2014	SG-18	Pp43,681.00	MA in Psychology	Sixteen (16) hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	2 years of relevant experience involving in the delivery of psychological service	RA 10029 (Licensed/Registered Psychologist)	NONE	DOH-TRC-Dulag, Leyte
2	ADMINISTRATIVE ASSISTANT II	ADAS2-174-2014	SG-8	Pp18,261.00	Completion of Two Years Studies in College	4 hours relevant training	1 year relevant experience	CSC Sub-Professional or First Level Eligibility	NONE	DOH-TRC-Dulag, Leyte

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 **AUGUST 12, 2021** and address their application to **PORTIA GRAVOSO-ALPOSA, MD, DPAFP, Chief of Hospital II of DOH-TRC-Dulag.**

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.

All qualified next-in-rank shall be automatically considered candidates for promotion. However you have to submit your updated Personal Data Sheet (pds VER. 2017) to the Human Resource Management Section of DOH-TRC Dulag. Failure to do so will automatically waive your right to be included as candidates.

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 above-mentioned documents to the application letter.

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

**PETE RYAN E. AVILA**  
Administrative Officer IV (HRMO II)  
Barangay Highway, Dulag, Leyte 6505  
[trcdulag.recruitment@gmail.com](mailto:trcdulag.recruitment@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.  
PREVIOUS APPLICANTS ARE REQUIRED AND ENCOURAGE TO RE-APPLY.