

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

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 Unit

Date: June 1, 2020

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 applicable) (if	
1.	HEALTH EDUCATION AND PROMOTION OFFICER II	OSEC-DOHB-HEPO2-540008-2014	SG-14	P29,277.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	CORE-Level 2: a. Exemplifying Integrity b. Professionalism c. Service Excellence ORGANIZATIONAL-Level 2: a. Effective Communication Skills	Health Promotion & Media Affairs Unit, DOH-Eastern Visayas Center for Health Development, Government Center, Palo, Leyte

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					Education	Training	Experience	Eligibility	Competency applicable) (if applicable)	
									b. Effective Interpersonal Relations c. Organizational Awareness & Commitment TECHNICAL-Level 2: a. Advocating Public Health b. Effective Presentation Skills c. Health Promotion & Health Education d. Implementing Health Policies and Regulations e. Information Management f. Media and Public Relations g. Program/ Project Planning and Management	

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2.	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-540046-2014	10	P 20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	<p>CORE-Level 1</p> <p>a. Exemplifying Integrity</p> <p>b. Professionalism</p> <p>c. Service Excellence</p> <p>ORGANIZATIONAL-Level 1:</p> <p>a. Effective Communication Skills</p> <p>b. Effective Interpersonal Relations</p> <p>c. Organizational Awareness and Commitment</p> <p>TECHNICAL- Level 1:</p> <p>a. Attention to Details</p> <p>b. Government & Departmental Policies and Procedures</p> <p>c. Managing Work</p> <p>d. Policy Development</p> <p>e. Providing Support and Services</p>	Provincial DOH Office - West Samar

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3.	HEALTH PROGRAM RESEARCHER	OSEC-DOHB-HRP-540024-2014	9	P 18,784.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	<p>CORE-Level 1</p> <p>a. Exemplifying Integrity</p> <p>b. Professionalism</p> <p>c. Service Excellence</p> <p>ORGANIZATIONAL-Level 1:</p> <p>a. Effective Communication Skills</p> <p>b. Effective Interpersonal Relations</p> <p>c. Organizational Awareness and Commitment</p> <p>TECHNICAL-Level 1:</p> <p>a. Computer Skills</p> <p>b. Diversity Management</p> <p>c. Managing Work</p> <p>d. Providing Support & Services</p> <p>e. Records Management</p>	Local Health Support Division - DOH-Eastern Visayas Center for Health Development, Government Center, Palo, Leyte

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4.	DEVELOPMENT MANAGEMENT OFFICER III	OSEC- DOHB- DMO3- 540016-2014	18	P 42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	<p>CORE-Level 3</p> <p>a. Exemplifying Integrity</p> <p>b. Professionalism</p> <p>c. Service Excellence</p> <p>ORGANIZATIONAL-Level 3:</p> <p>a. Effective Communication Skills</p> <p>b. Effective Interpersonal Relations</p> <p>c. Organizational Awareness and Commitment</p> <p>TECHNICAL-Level 3</p> <p>a. Advocating Public Health</p> <p>b. Data Recording and Reporting</p> <p>c. Health Promotion and Health Education</p> <p>d. Implementing Health Policies & Regulations</p> <p>e. Program / Project Planning and Management</p>	Local Health Support Division, DOH-Eastern Visayas Center for Health Development, Government Center, Palo, Leyte

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 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:

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/rating/license;
4. Authenticated Photocopy of Transcript of Records;
5. Photocopy of Certificates of Trainings attended for the last five (5) years

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

**MINERVA P. MOLON, MD, MPH, FPPA, CESO III
Director IV
Department of Health
Center for Health Development-Eastern Visayas
Government Center, Candahug, Palo, Leyte**

dohro8hr.docs@gmail.com

**DEADLINE OF SUBMISSION OF APPLICATION IS ON JUNE 15, 2020
APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**