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CSC FO
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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: 12/23/2020

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 (if applicable)	
1.	ENGINEER III	OSEC-DOHB-ENG3-540003-1998	SG 19	P46,791.00	Bachelor's degree in Engineering relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080 (Civil Engineer)	CORE: Level 3 Exemplifying Integrity, Professionalism, Service Excellence ORGANIZATIONAL: Level 3 Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment	DOH-EVCHD, Government Center, Candahug, Palo, Leyte

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)	
									TECHNICAL-Level 3 Achieving High Standards, Implementing Health Policies & Regulations, Occupational Safety & Health Knowledge, Program, Project Management, Technical Consulting	
2	MEDICAL TECHNOLOGIST II	OSEC-DOHB-MDTK2-540004-1998	SG-15	P32,053.00	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080	CORE- Level 2: Exemplifying Integrity, Professionalism, Service Excellence ORGANIZATIONAL- Level 2: Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment TECHNICAL-Level 2: Advocating Public Health, Building Relationship with Stakeholders, Program, Project Management, Data Recording and Reporting, Diversity Management, Technical Consulting	DOH-EVCHD, Government Center, Candahug, Palo, Leyte

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3	ADMINISTRATIVE ASSISTANT III (Secretary II)	OSEC-DOHB-ADAS3-540013-2014	SG-9	P18,784.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	<p>CORE: Level 1 Exemplifying Integrity, Professionalism, Service Excellence</p> <p>ORGANIZATIONAL: Level 1 Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment</p> <p>TECHNICAL - Level 1 Computer Skills, Diversity Management, Managing Work, Records Management, Providing Support and Services</p>	DOH-EVCHD, Government Center, Palo, Leyte
4	ADMINISTRATIVE ASSISTANT II (Clerk IV)	OSEC-DOHB-ADAS2-540013-2004	SG-8	P17,505.00	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	<p>CORE: Level 1 Exemplifying Integrity, Professionalism, Service Excellence</p> <p>ORGANIZATIONAL: Level 1 Effective Communication Skills, Effective Interpersonal Relations,</p>	DOH-EVCHD Government Center, Palo, Leyte

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					Education	Training	Experience	Eligibility	Competency applicable) (if applicable)	
									Organizational Awareness & Commitment TECHNICAL - Level 1 Computer Skills, Diversity Management, Managing Work, Records Management, Providing Support and Services	

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 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
4. Authenticated Photocopy of Transcript of Records;
5. Photocopy of Certificates of Trainings attended.

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:

EXUPERIA B. SABALBERINO, MD, MPH, CESe
 OIC, 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 JANUARY 8, 2021. APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.