

Republic of the Philippines
DEPARTMENT OF HEALTH-CENTER FOR HEALTH DEVELOPMENT-EASTERN VISAYAS
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-CENTER FOR HEALTH DEVELOPMENT-EASTERN VISAYAS in the CSC website:



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

Imelda Q. Creer
IMELDA Q. CREER
Administrative officer V/HRMO III
HRMO
Date: 12/14/2018

No.	Position Title (Parentetical 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	24 hours of training in management and supervision	4 years in positions involving management and supervision	Career Service Professional 2nd Level Eligibility R.A. 1080	CORE: 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence ORGANIZATIONAL: 1. Effective Communication Skills 2. Effective Interpersonal Skills 3. Organizational Awareness & Commitment 4. Promoting Innovation	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 <p>TECHNICAL:</p> <ol style="list-style-type: none"> 1. Building Relationship with Stakeholders 2. Government & Departmental Policies & procedures 3. Implementing Health Policies & Regulations 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.doccs@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.