

Republic of the Philippines  
**DEPARTMENT OF HEALTH-CENTER FOR HEALTH DEVELOPMENT-EASTERN VISAYAS**  
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-Center for Health Development-Eastern Visayas in the CSC website:

  
**IMELDA Q. CREER**

Administrative Officer V/Head, HRM Unit  
**HRMO**

Date: **October 29, 2018**

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	Supervising Administrative Officer (Head, Financial Management Cluster)	OSEC- DOHB- SADOF- 540003-2014	SG- 22	P58,717.00	Bachelor's Degree	16 hours. relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	CORE: Advanced 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence ORGANIZATIONAL: Advanced 1. Effective Communication Skills 2. Effective Interpersonal Skills	Management Support Division



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 indigenous communities, and those from any sexual orientation and gender identities (SOGI) to apply. Signify interest in writing and attach the following documents to the application letter and send to the address below not later than **November 16, 2018**.

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](http://www.csc.gov.ph)
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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application 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](mailto:dohro8hr.docs@gmail.com)

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