



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
HRMO

Date: OCTOBER 11, 2018.

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Administrative Aide VI (Buyer II)	OSEC-DOHB-ADAG-153-2014	SG-6	14,340.00	Completion of Two-year Studies in College	One (1) year relevant experience	Four (4) Hours relevant training	Career Service (Sub-Prof) First Level Eligibility	n/a	Dulag, Leyte
2	Houseparent I	OSEC-DOHB-HP1-146-2014	SG-4	12,674.00	Highschool Graduate	None Required	None Required	None Required / (MC 11 s. 96 - Cat III)	n/a	Dulag, Leyte
3	Houseparent I	OSEC-DOHB-HP1-147-2014	SG-4	12,674.00	Highschool Graduate	None Required	None Required	None Required / (MC 11 s. 96 - Cat III)	n/a	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 **OCTOBER 11, 2018** and address their application to **PORTIA G. ALIPOSA, MD, DPAFF, OIC-Chief of Hospital, DOH-TRC-Dulag.**

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;
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.

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
hrmo.dohtrcdulag@gmail.com

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

10-11-18
PETE RYAN E. AVILA