

Republic of the Philippines
DOH - TREATMENT AND REHABILITATION CENTER
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 DOH - TREATMENT AND REHABILITATION CENTER in the CSC website:

Date: _____
Pete Ryan E. Avila
ADMINISTRATIVE OFFICER V (Designated - HRMO)
June 21, 2023

| No. | Position Title (Parenthetical Title, if applicable) | Planilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|-------------------------|------------------------------|-------------------|---|----------------|--|---|--|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | COMPUTER MAINTENANCE TECHNOLOGIST II (Anticipated Vacancy) | OSEC-DOHB-CTMT2-92-2014 | SG-15 | | Bachelor's Degree Relevant to the Job | Four (4) hours | One (1) Year of Relevant Experience | Career Service (Professional) Second Level Eligibility | <p>Core Competencies: Level 2</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence <p>Organizational Competencies: Level 2</p> <ol style="list-style-type: none"> 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment <p>Technical Competencies: Level 2</p> <ol style="list-style-type: none"> 1. Enterprise Resource Planning 2. Information, Security, Risk Management and Assurance 3. People Management 4. Planning, Organizing and Delivering 5. Systems Administration and Data Management | Information and Communication Technology Unit, DOH-TRC-Dulang Leyte |
| 2 | NURSE I | OSEC-DOHB-NUR1-301-2014 | SG-15 | | Bachelor of Science in Nursing | None Required | None Required | RA 1080 | <p>Core Competencies: Level 2</p> <ol style="list-style-type: none"> 1. Exemplifying Integrity 2. Professionalism 3. Service Excellence <p>Organizational Competencies: Level 2</p> <ol style="list-style-type: none"> 1. Effective Communication Skills 2. Effective Interpersonal Relations 3. Organizational Awareness and Commitment <p>Technical Competencies: Level 2</p> <ol style="list-style-type: none"> 1. Care Management 2. Data Recording and Reporting 3. Diversity Management 4. Patient-Centered Care 5. Planning, Organizing and Delivering | Nursing Section, DOH-TRC-Dulang, 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 **JULY 1, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (OS Form No. 212, Revised 2017) and Work Experience Sheet, which can be downloaded at www.osc.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;
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PETE RYAN E. AVILA

Administrative Officer V (Designated HRMO)

Barangay Highway, Dulag, Leyte 6505

trcdulag.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.