

Republic of the Philippines
EASTERN VISAYAS REGIONAL MEDICAL CENTER
Tacloban City
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 EASTERN VISAYAS REGIONAL MEDICAL CENTER in the CSC website:

Sonieta M. Gerbolingo
SONIETA M. GERBOLINGO

SAO, Head of the Human Resource

Date: January 20, 2020 *aj*

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	ADMINISTRATIVE AIDE V (Plumber II)	OSEC-DOHB-ADA5-540022-2004	5	14,007.00	Elementary School Graduate	None Required	None Required	Plumber (MC no. 10, s. 2013-Cat. II)	Preferably with hospital experience	HOPSS
2	ADMINISTRATIVE AIDE VI (Electrician II)	OSEC-DOHB-ADA6-540009-2014	6	14,847.00	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Electrician (MC no. 10, s. 2013-Cat. II)	Preferably with hospital experience	HOPSS
3	ADMINISTRATIVE AIDE VI (Utility Foreman)	OSEC-DOHB-ADA6-540015-2004	6	14,847.00	Elementary School Graduate	None Required	None Required	None Required (MC no. 10, s. 2013-Cat. III)	Preferably with hospital experience	HOPSS
4	ADMINISTRATIVE ASSISTANT I (Administrative Assistant I)	OSEC-DOHB-ADAS1-540080-2015 OSEC-DOHB-ADAS1-540089-2015 OSEC-DOHB-ADAS1-540055-2015	7	15,738.00	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Sub-professional)/ First Level Eligibility	Preferably with hospital experience	HOPSS/ Finance
5	ADMINISTRATIVE ASSISTANT II (Clerk IV)	OSEC-DOHB-ADAS2-540066-2015 OSEC-DOHB-ADAS2-540063-2015	8	16,758.00	Completion of two-year studies in college with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Preferably with hospital experience	HOPSS/ Finance
6	ADMINISTRATIVE OFFICER I (Cashier I)	OSEC-DOHB-ADOF1-540021-2015	10	20,754.00	Bachelor's Degree relevant to the Job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Preferably with hospital experience	Finance

7	ADMINISTRATIVE OFFICER V (Senior Records Management Analyst)	OSEC-DOHB-ADOF5-540023-2004	18	40,637.00	Bachelor's Degree relevant to the Job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Preferably with hospital experience	HOPSS
8	SUPERVISING ADMINISTRATIVE OFFICER (Supply Officer IV)	OSEC-DOHB-SADOF-540001-2015	22	65,319.00	Bachelor's Degree relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Preferably with hospital experience	HOPSS

EVRMC promotes equal employment opportunity for men and women at all levels of position, provided that applicants meet the minimum requirements of the position without discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled Date of Exam and Interview.

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

February 04, 2020.

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.

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

SALVADOR B. EVARDONE MD

Medical Center Chief II

Magsaysay Blvd. Tacloban City

evrmchrms.rs@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.