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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

SAO, Head of the Human Resource

Date: **June 22, 2021**

| 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 VI (Utility Foreman) | OSEC-DOHB-ADA6-540088-2015 | 6 | 16,200.00 | Elementary School Graduate | None required | None required | None Required (MC no. 10, s. 2013-Cat. III) | Preferably with hospital experience | EFMD |
| 2 | Administrative Aide VI (Chauffeur II) | OSEC-DOHB-ADA6-540085-2015 | 6 | 16,200.00 | Elementary School Graduate | None required | None required | Professional Driver's License (MC no. 10, s. 2013-Cat. IV) | Preferably with hospital experience | EFMD |
| 3 | Administrative Assistant I | OSEC-DOHB-ADAS1-540072-2015 OSEC-DOHB-ADAS1-540058-2015 OSEC-DOHB-ADAS1-540091-2015 | 7 | 17,179.00 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Subprofessional) First level eligibility | Preferably with hospital experience | Administrative Service |
| 4 | Administrative Assistant II | OSEC-DOHB-ADAS2-540054-2015 | 8 | 18,251.00 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First level eligibility | Preferably with hospital experience | Accounting Section |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 5 | Administrative Assistant II | OSEC-DOHB-ADAS2-540039-2015 | 8 | 18,251.00 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First level eligibility | Preferably with hospital experience | Cash Operation |
| 6 | Administrative Assistant II | OSEC-DOHB-ADAS2-540050-2015 OSEC-DOHB-ADAS2-540020-2014 OSEC-DOHB-ADAS2-540046-2015 | 8 | 18,251.00 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First level eligibility | Preferably with hospital experience | Administrative Service |
| 7 | Administrative Assistant II | OSEC-DOHB-ADAS2-540044-2015 | 8 | 18,251.00 | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First level eligibility | Preferably with hospital experience | HRMD |
| 8 | Administrative Officer I | OSEC-DOHB-ADOF1-540017-2015 | 10 | 21,205.00 | Bachelor's Degree | None required | None required | Career Service (Professional) Second level eligibility | Preferably with hospital experience | Administrative Service |
| 9 | Administrative Officer II | OSEC-DOHB-ADOF2-540006-2015 | 11 | 23,877.00 | Bachelor's Degree | None required | None required | Career Service (Professional) Second level eligibility | Preferably with hospital experience | HRMD |
| 10 | Administrative Officer III | OSEC-DOHB-ADOF3-540008-2014 | 14 | 30,799.00 | Bachelor's Degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second level eligibility | Preferably with hospital experience | HIMD |
| 11 | Administrative Officer III | OSEC-DOHB-ADOF3-540021-2004 | 14 | 30,799.00 | Bachelor's Degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second level eligibility | Preferably with hospital experience | Procurement Unit |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 12 | Medical Equipment Technician I | OSEC-DOHB-MEQT1-540343-2015 | 6 | 16,200.00 | Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course | None required | None required | Medical Equipment Technician (CSC MC 10, s. 2013-Cat. II) | Preferably with hospital experience | EFMD |
| 13 | Medical Equipment Technician II | OSEC-DOHB-MEQT2-540294-2015 | 8 | 18,251.00 | Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course | 4 hours of relevant training | 1 year of relevant experience | Medical Equipment Technician (CSC MC 10, s. 2013-Cat. II) | Preferably with hospital experience | EFMD |
| 14 | Medical Equipment Technician IV | OSEC-DOHB-MEQT4-540236-2015 | 13 | 28,276.00 | Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course | 16 hours of relevant training | 3 years of relevant experience | Medical Equipment Technician (CSC MC 10, s. 2013-Cat. II) | Preferably with hospital experience | EFMD |

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 July 02, 2021

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, MHA, MPH, CESE

Medical Center Chief II

Brgy. 93, Bagacay, Tacloban City

evrmciobapplication@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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