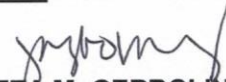


Republic of the Philippines
EASTERN VISAYAS REGIONAL MEDICAL CENTER
Tacloban City
Request for Publication of Vacant Positions

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: December 16, 2020 

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 III (Utility Worker II [A])	OSEC-DOHB-ADA3-540007-2004 OSEC-DOHB-ADA3-540057-2004	3	13,019.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	Preferably with hospital experience	Nutrition and Dietetics Section
2	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-540087-2015 OSEC-DOHB-ADAS1-540089-2015 OSEC-DOHB-ADAS1-540055-2015	7	16,458.00	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	Medical Records Section
3	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-540080-2015	7	16,458.00	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	Bloodbank Unit
4	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-540062-2015	7	16,458.00	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	Finance Management Office

5	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-540079-2015 OSEC-DOHB-ADAS1-540078-2015	7	16,458.00	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	Admitting Section
6	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-540056-2015 OSEC-DOHB-ADAS2-540011-2014 OSEC-DOHB-ADAS2-540054-2015	8	17,505.00	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	Accounting Section
7	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	OSEC-DOHB-ADAS3-540032-2015	9	18,784.00	Completion of two years studies in college or High School Graduate with relevant vocational/	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First level eligibility	Preferably with hospital experience	Billing and Claims
8	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	OSEC-DOHB-ADAS3-540034-2015	9	18,784.00	Completion of two years studies in college or High School Graduate with relevant vocational/	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First level eligibility	Preferably with hospital experience	EFMD
9	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	OSEC-DOHB-ADAS3-540021-2015	9	18,784.00	Completion of two years studies in college or High School Graduate with relevant vocational/	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat. I) First level eligibility	Preferably with hospital experience	Philhealth Unit
10	ADMINISTRATIVE OFFICER I (Cashier I)	OSEC-DOHB-ADOF1-540021-2015	10	20,219.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Preferably with hospital experience	Cash Operations Section
11	ADMINISTRATIVE OFFICER II (Information Officer I)	OSEC-DOHB-ADOF2-540003-2014	11	22,316.00	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	Preferably with hospital experience	Medical Records

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

December 31, 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

Brgy. 93, Bagacay, Tacloban City

evrmcjobapplication@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.