

Republic of the Philippines
GOVERNOR BENJAMIN T. ROMUALDEZ GENERAL HOSPITAL AND SCHISTOSOMIASIS 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 GOVERNOR BENJAMIN T. ROMUALDEZ GENERAL HOSPITAL AND SCHISTOSOMIASIS CENTER in the CSC website:


LYN L. VERONA, MD, MHA
Medical Center Chief I

Date: MARCH 17, 2022

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	Supervising Administrative Officer (Financial and Management Officer I)	OSEC-DOHB-SADOF-540004-2021	22	69963	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		HOPSS Division
2	Administrative Assistant III (Secretary II)	OSEC-DOHB-ADAS3-540023-2004	9	20402	Completion of Two-year studies in College or high school graduate with relevant vocational / trade course	4 hours relevant training	1 year of relevant experience	CS Sub- Professional / First Level Eligibility		Human Resource Management Section

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 **March 28, 2022**.

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 / Board Certificate, Board rating and PRC license
4. Photocopy of Diploma or Transcript of Records; and
5. Photocopy of Training Certificates

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

LYN L. VERONA, MD, MHA

Medical Center Chief I

Gov. Benjamin T. Romualdez General Hospital and
Schistosomiasis Center

gbtrghsc.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.