


Republic of the Philippines
EASTERN VISAYAS 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 filed, at the **EASTERN VISAYAS MEDICAL CENTER** in the CSC website:


SONIETA M. GERBOLINGO
SAO, Head of the Human Resource
Date: **May 29, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Compe- tency (if appli- cable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer V (Administrative Officer III)	OSEC-DOHB-ADOF5-540001-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service
2	Administrative Officer V (Administrative Officer III)	OSEC-DOHB-ADOF5-540002-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service
3	Administrative Officer V (Administrative Officer III)	OSEC-DOHB-ADOF5-540003-2023	18	46,725.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service
4	Administrative Officer III (Records Officer II)	OSEC-DOHB-ADOF3-540047-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service
5	Administrative Officer III (Records Officer II)	OSEC-DOHB-ADOF3-540048-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service
6	Administrative Officer III (Records Officer II)	OSEC-DOHB-ADOF3-540049-2023	14	33,843.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service

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					Education	Training	Experience	Eligibility	Competency (if applicable)		
7	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-540036-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
8	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-540037-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
9	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-540038-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
10	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-540039-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
11	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540040-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
12	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540041-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
13	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540042-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
14	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540043-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	
15	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540044-2023	10	23,176.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative Service	

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16	Administrative Assistant III (Computer Operator II)	OSEC-DOHB-ADAS3-540030-2023	9	21,211.00	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility	N/A	Administrative Service	
17	Administrative Assistant III (Computer Operator II)	OSEC-DOHB-ADAS3-540031-2023	9	21,211.00	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility	N/A	Administrative Service	
18	Administrative Assistant III (Computer Operator II)	OSEC-DOHB-ADAS3-540032-2023	9	21,211.00	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility	N/A	Administrative Service	
19	Administrative Assistant III (Computer Operator II)	OSEC-DOHB-ADAS3-540033-2023	9	21,211.00	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility	N/A	Administrative Service	
20	Administrative Assistant III (Computer Operator II)	OSEC-DOHB-ADAS3-540034-2023	9	21,211.00	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility	N/A	Administrative Service	

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21	Administrative Assistant III (Computer Operator II)	OSEC-DOHB-ADAS3-540035-2023	9	21,211.00	Completion of two years 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) Data Encoder (MC 11, s. 96- Cat. I) First Level Eligibility	N/A	Administrative Service	
22	Medical Equipment Technician II	OSEC-DOHB-MEQT2-540012-2023	8	19,744.00	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 (MC 11, s. 96- Cat. II)	N/A	Heart Station	
23	Medical Equipment Technician II	OSEC-DOHB-MEQT2-540013-2023	8	19,744.00	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 (MC 11, s. 96- Cat. II)	N/A	Heart Station	
24	Medical Equipment Technician II	OSEC-DOHB-MEQT2-540014-2023	8	19,744.00	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 (MC 11, s. 96- Cat. II)	N/A	Dialysis Unit (Hemodialysis Unit)	

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

June 9, 2023:

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.
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). 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.

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

SALVADOR B. EVARDONE, MD, MHA, MPH, FPAMS, FPCHA, CESE

Medical Center Chief II

Brgy. 93, Bagacay, Taaloban City

evmciobapplication@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.