


Republic of the Philippines  
**VALENZUELA CITY MEDICAL 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 VALENZUELA CITY MEDICAL CENTER in the CSC website:

  
MARIA ESTRELLA B. LITAM, MD, MBA-H, FPPS, FPIDSP  
Medical Center Chief II

Date:

SEP 30 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	Medical Specialist IV - Full Time	OSEC-DOHB- MDSP4-30048- 2013	25	98886	Doctor of Medicine/ Fellow or Diplomate	16 hrs of relevant training	4 yrs. exp. in planning, organizing, directing, coordinating and supervising various activities in the practice of medicine	RA 1080		Out Patient Department
2	Medical Specialist III-Part Time	OSEC-DOHB- MDSPT3- 30001-1998	24	43371	Doctor of Medicine/ Fellow or Diplomate	12 hrs of relevant training	3 yrs. of Progressively Responsible Exp. as Med. Spec. or related exp.	RA 1080		Dept. of Pediatrics / Medical Division
3	Medical Specialist II-Part Time	MDSPT2- 30044-2014	23	3845350	Doctor of Medicine/ Fellow or Diplomate	8 hrs of relevant training	2 yrs. of Progressively Responsible Exp. as Med. Spec. or related exp.	RA 1080		Dept. of Pediatrics / Medical Division

4	Supervising Administrative Officer	SADOF-30033-2014	22	68415	Bachelor's Degree	16 hours of relevant training	3 yrs of relevant experience	Career Service (Professional)		Finance Division
5	Medical Officer III	MDOF3-30173-2020	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of IM / Dermatology / Medical Division
6	Medical Officer III	MDOF3-30079-2014	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of OB-Gyne / Medical Division
7	Medical Officer III	OSEC-DOHB-MDOF3-30022-2013	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of Internal Medicine / Medical Division
8	Medical Officer III	OSEC-DOHB-MDOF3-30020-1998	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of Pediatrics / Medical Division
9	Medical Officer III	MDOF3-30022-2015	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of OB-Gyne / Medical Division
10	Medical Officer III	MDOF3-30078-2014	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of OB-Gyne / Medical Division
11	Medical Officer III	OSEC-DOHB-MDOF3-30001-2010	21	60901	Doctor of Medicine	None required	None required	RA 1080		Dept. of Anesthesia / Medical Division
12	Administrative Officer II	ADOF2-30019-2015	11	23877	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)		Finance Division
13	Administrative Assistant I	ADAS1-30110-2015	7	17179	Completion of Two (2) Years studies in College	None Required	None Required	Career Service (Subprofessional)		Hospital Operations and Patient Support Division
14	Administrative Assistant I	ADAS1-30133-2015	7	17179	Completion of Two (2) Years studies in College	None Required	None Required	Career Service (Subprofessional)		Hospital Operations and Patient Support Division

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 **OCT 13 2021**.

1. **Letter of Intent or Application Letter;**
2. Completely filled out **Personal Data Sheet** (CS Form 212 Rev 2017);
3. **Credentials:** Photocopy of Authenticated/Certified True Copy of:
  - Diploma
  - Transcript of Records
  - Certification of Completion of Residency Training, Diplomate or Fellow, if applicable

- Certificate of Training/Seminars Attended, if applicable

**Note: Authenticated/Certified True Copy must be presented upon submission of complete requirements**

4. **Eligibility:** Photocopy of Authenticated/Certified True Copy of:

- PRC License, Board Rating, and Board Certificate
- CSC Professional and/or Sub-professional
- Other related eligibility

**Note: Authenticated/Certified True Copy must be presented upon submission of complete requirements**

5. Original copy of latest **NBI Clearance**
6. Photocopy of **Performance Rating** in the last rating period, if applicable
7. Photocopy of **Certificate of Employment with Actual Duties and Responsibilities**, if applicable
8. Photocopy of **Birth Certificate** (PSA Copy)
9. Photocopy of **Marriage Certificate** (PSA Copy)

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

Maria Estrella B. Litam, MD, MBA-H, FPPS, FPIDSP

Medical Center Chief II

Thru: Christopher B. Villafria

Supervising Administrative Officer

Padrigal St., Karuhatan, Valenzuela City

valgen\_hosp@yahoo.com/vmc\_hrd@yahoo.com

**NOTE:**

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**