



Republic of the Philippines  
 Department of Health  
 Metro Manila Center for Health Development  
**VALENZUELA MEDICAL CENTER**



Email: 10/26/2020 10:17am

October 23, 2020



**DIR. NOEL V. SALUMBIDES**  
 Director II  
 Civil Service Commission – Field Office  
 Department of Health  
 Sta. Cruz, Manila

Dear **Dir. Salumbides**,

May we respectfully request your good office to publish the attached bulletin of vacant positions of this office.

Thank you very much.

Very truly yours,

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

SVV:EPC:ppmcb

“PHIC Accredited Healthcare Provider”  
 “Valenzuela Medical Center...Where your health matters most”

• Padrigal St., Karuhatan, Valenzuela City 1441 • Trunk Line: 294-67-11 loc. 134; • Fax: 291-42-59  
 • URL: <http://vme.doh.gov.ph> • Email: [valgen\\_hosp@yahoo.com](mailto:valgen_hosp@yahoo.com)

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: October 23, 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	Accountant III	A3-30030-2014	19	46791	Bachelor's Degree in Commerce / Business Administration Major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080		Finance Division
2	Administrative Officer I	ADOF1-30026-2015	10	20219	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)		Finance Division
3	Administrative Assistant I	ADAS1-30062-2014	7	16458	Completion of Two (2) Years studies in College	None Required	None Required	Career Service (Subprofessional)		Finance 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 November 16, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Copy of certificate of eligibility/rating/license; and

4. Copy of Transcript of Records.

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

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

Medical Center Chief II

Thru: Esperanza P. Chiong

Administrative Officer IV

Padrigal St., Karuhatan, Valenzuela City

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

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