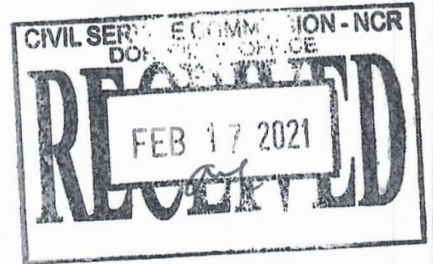




Republic of the Philippines
 Department of Health
 Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



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February 10, 2021



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 

CBV:crm

“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://vmc.doh.gov.ph> • Email: 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: February 10, 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	Administrative Assistant I	ADAS1-30105- 2015	7	17179	Completion of Two (2) Years studies in College	None Required	None Required	Career Service (Subprofessional)		Dept. of OB-Gyne

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 10, 2021.

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. 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: Christopher B. Villafria

Supervising Administrative Officer

Padrigal St., Karuhatan, Valenzuela City

valgen_hosp@yahoo.com/vmc_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.