



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



May 13, 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,

A handwritten signature in cursive script, likely belonging to Maria Estrella B. Litam.

MARIA ESTRELLA B. LITAM, MD, MBA-H, FPPS, FPIDSP

Medical Center Chief II

SVV:EPC: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:

May 13, 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	Supervising Administrative Officer	SADOF-30005- 2015	22	66867	Bachelor's Degree	16 Hours Of Relevant Training	3 Years Of Relevant Experiences	Career Service (Professional)		Hospital Operations and Patient Support Division
2	Midwife I	MDWF1-30038- 2015	9	18784	Completion of Midwifery Course	None Required	None Required	RA 1080		Nursing Division
3	Administrative Assistant II	ADAS2-30157- 2015	8	17505	Completion of Two (2) Years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		Finance Division
4	Administrative Assistant II	ADAS2-30069- 2004	8	17505	Completion of Two (2) Years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		Finance Division
5	Administrative Assistant I	ADAS1-30137- 2015	7	16458	Completion of Two (2) Years studies in College	None Required	None Required	Career Service (Subprofessional)		Medical Division
6	Medical Equipment Technician I	MEQT1-30064- 2014	6	15524	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None Required	None Required	None Required (MC 10, s. 2013- Cat. II)		Hospital Operations and Patient Support Division
7	Physical Therapy Technician I	PTT1-30050- 2015	6	15524	Completion of Two (2) Years studies in College	None Required	None Required	Career Service (Subprofessional)		Medical 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 June 4, 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;
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.