



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



*copy provided to
 email: 7/16/2021*



July 1, 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,

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

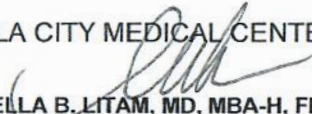
Medical Center Chief II *[Signature]*

CBV:crm

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 C website:


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

Date: JUL 05 2021

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | |
|-----|--|-----------------------|---------------------------------|-------------------|-------------------------------|------------------------------|---------------|---------------|-------------------------------|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Cook II | COK2-30076- 2015 | 5 | 15275 | Elementary School Graduate | <i>Cook</i> None Required | None Required | None Required | | Nutrition and Diet Service / 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 n later than JUL 19 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.