

**Deadline for submission of application for the following positions are extended until FEBRUARY 24, 2022, 5:00PM**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Specialist III - Part Time	MDSPT3-30009- 2020	24	43371	Doctor of Medicine / Fellow or Diplomate	12 hrs of relevant training	3yrs of Progressively Responsible Exp. As Med. Spec. or related exp	RA 1080	1. Organizational Commitment  2. Integrity  3. Quality Service Focus  4. Teamwork  5. Stewardship of Resources  6. Self Development  7. Attention to Communication	Medical Division
2	Medical Specialist III - Part Time	MDSPT3-30010- 2020	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		Medical Division
3	Medical Specialist III - Part Time	MDSPT3-30011- 2020	24	43371	Doctor of Medicine /Fellow or Diplomate	12 hrs of relevant training	3yrs of Progressively Responsible Exp. As Med. Spec. or related exp	RA 1080		Medical Division
4	Medical Specialist III - Part Time	MDSPT3-30012- 2020	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		Medical Division
5	Medical Specialist III - Part Time	MDSPT3-30013- 2020	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		Medical Division
6	Medical Specialist III - Part Time	MDSPT3-30014- 2020	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		Medical Division
7	Medical Specialist II - Full Time	MDSP2-30013- 2020	23	76907	Doctor of Medicine / Fellow or Diplomate	8 hrs of relevant training	2yrs of Progressively Responsible Exp. As Med. Spec. or related exp	RA 1080		Medical Division
8	Medical Specialist II - Full Time	MDSP2-30015- 2020	23	76907	Doctor of Medicine / Fellow or Diplomate	8hrs of relevant training	2yrs of Progressively Responsible Exp. As Med. Spec. or related exp	RA 1080		Medical Division

Kindly submit the following documents at the Human Resource Management Office on or before February 24, 2022, 5:00PM:

**1. Letter of Intent or Application Letter**

Addressed to:

**NIMFA M. PUTONG, MD, MHA, FPSMID, MPSA**  
Medical Center Chief II

Thru: **CHRISTOPHER B. VILLAFRIA**  
Supervising Administrative Officer  
Human Resource Management Office

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

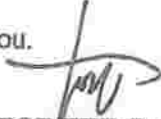
8. Photocopy of **Birth Certificate** (PSA Copy)

9. Photocopy of **Marriage Certificate** (PSA Copy)

Ø Requirements shall be placed in a **long folder and fastener** with your name and position applying for written on the upper right side of the folder

Ø **Application with Incomplete Documents will not be accepted**

Thank you.



**CHRISTOPHER B. VILLAFRIA**  
Supervising Administrative Officer