

VMC receiving copy



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



April 22, 2022



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,

Nimfa M. Putong
NIMFA M. PUTONG, MD, MHA, FPSMID, MPSA, FPAFP, DTMH, MCTM, FPSVI
Medical Center Chief II

CBV:epc

“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

Republic of the Philippines
VALENZUELA CITY MEDICAL CENTER
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC
in MS Excel format



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
CSC website:

Nimfa M. Putong
NIMFA M. PUTONG, MD, MHA, FPSMID

Medical Center Chief II

Date: April 22, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Ass
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer IV	OSEC-DOHB- MDOF4-30046- 2015	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service Focus 4. Teamwork 5. Stewardship of Resources	Department of I Medicine
2	Medical Officer IV	OSEC-DOHB- MDOF4-30047- 2015	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Department of I Medicine
3	Medical Officer IV	OSEC-DOHB- MDOF4-30090- 2015	23	78455	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080		Department of F
4	Medical Officer III	OSEC-DOHB- MDOF3-30003- 2010	21	62449	Doctor of Medicine	None required	None required	RA 1080		Department of P
5	Medical Officer III	OSEC-DOHB- MDOF3-30017- 1998	21	62449	Doctor of Medicine	None required	None required	RA 1080		Department of P
6	Medical Officer III	OSEC-DOHB- MDOF3-30143- 2020	21	62449	Doctor of Medicine	None required	None required	RA 1080		Department of P
7	Medical Officer III	OSEC-DOHB- MDOF3-30022- 2013	21	62449	Doctor of Medicine	None required	None required	RA 1080		Department of In Medicine

8	Medical Officer III	OSEC-DOHB-MDOF3-30021-2013	21	62449	Doctor of Medicine	None required	None required	RA 1080	6. Self Development 7. Attention to Communication	Department of
9	Medical Officer III	OSEC-DOHB-MDOF3-30026-2013	21	62449	Doctor of Medicine	None required	None required	RA 1080		Department of
10	Social Welfare Officer I	OSEC-DOHB-SOCWO1-30001-1998	11	25439	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)		Medical Social Service

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below later than May 6, 2022.

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), if applicable

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

NIMFA M. PUTONG, MD, MHA, FPSMID

Medical Center Chief II

Thru: Christopher B. Villafria

Supervising Administrative Officer