

SMPL: 9/3/19



Republic of the Philippines
Department of Health
National Capital Regional Office
VALENZUELA MEDICAL CENTER
Padrigal St., Karuhatan, Valenzuela City
Director's Office 291-4259; Trunkline 294-6711 to 14,
Telefax 291-4259; 294-6718; 294-5090
Email Address: valgen_hosp@yahoo.com



August 30, 2019

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 *CS*

SVV:EAL:cm

“PHIC Accredited Health Care Provider”
“Valenzuela Medical Center...Where your health matters most...”

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:

EVELYN A. LUCENA

Supervising Administrative Officer

Date: **SEP 03 2019**

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	Medical Specialist IV	MDSP4-30063- 2014	25	95083	Doctor of Medicine/ Fellow or Diplomate	16 hrs of relevant training	4 yrs. exp. in planning, organizing, directing, coordinating and supervising various activities in the practice of medicine	RA 1080		Dept. of Pediatrics
2	Medical Specialist II - Part Time	OSEC-DOHB- MDSP2-30001- 1998	23	3690550	Doctor of Medicine/ Fellow or Diplomate	8 hrs of relevant training	2 yrs. of Progressively Responsible Exp. as Med. Spec. or related exp.	RA 1080		Dept. of Internal Medicine
3	Administrative Officer I	ADOF1-30014- 2015	10	19233	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)		Finance Division
4	Administrative Assistant II	ADAS2-30153- 2015	8	16758	Completion of Two (2) Years studies in College	4 hours of relevant training	1 year of relevant experience	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 **SEP 30 2019**.

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. Photocopy of certificate of eligibility/rating/license; and

4. Photocopy of Transcript of Records.

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

Evelyn A. Lucena

Supervising Administrative Officer

Padrigal St., Karuhatan, Valenzuela City

valgen_hosp@yahoo.com/vmc_hrd@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.