



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
NATIONAL CENTER FOR MENTAL HEALTH



NOTICE OF VACANCIES

*All Interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply and shall submit the following documents to **HRMO** and look for **Cyrus M. Lasac***

LIST OF REQUIREMENTS

CONTRACT OF SERVICE

1. Application Letter addressed to:

NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II

Thru: ELY H. ESPINOSA, JR, Rpm, MMHoA, MPM-HG
Chief, Human Resource Management Office

*(Please indicate **position applied for** and **area of assignment** in the letter)*

2. Resume / CV with passport size ID picture

3. Properly accomplished Personal Data Sheet (CSC Form 212 Revised 2017)

4. Autobiography

5. Certified True Copy of Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)

6. Certified True Copy of RA 1080 (PRC Board Rating – if applicable)

Photocopy of the following:

7. College/High School Diploma (if college undergraduate, photocopy of Transcript of Records)

8. Transcript of Records

9. Seminars and Trainings certificates (if applicable)

10. Employment Certificates (if applicable)

11. Valid NBI Clearance

12. PSA Birth Certificate



APPLY NOW

FROM JULY 16 TO 22, 2025

You may Scan the QR Code
for our posting or visit our
website at <https://ncmh.gov.ph/index.php/jobs>
or send your application at rspau@ncmh.gov.ph

Note:

Only applications with complete supporting/required documents filed within the deadline shall be processed. Multiple active applications at the same time shall not be allowed



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY : 4

POSITION TITLE : SOCIAL WELFARE OFFICER I

SERVICE/SECTION : ANCILLARY / MEDICAL SOCIAL SERVICE

MONTHLY SALARY : P 28,512.00

Minimum Qualification

- EDUCATION: BACHELOR'S DEGREE IN SOCIAL WORK
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA 1080 (SOCIAL WORKER)

GENERAL FUNCTION OF THE POSITION

- CONDUCT INTERVIEWS AND COUNSELING SESSIONS FOR PATIENTS AND THEIR FAMILIES
- MOBILIZES EXTERNAL RESOURCES TO MEET MEDICAL NEEDS OF PATIENTS AND THEIR FAMILIES.
- PREPARES REQUIRED REPORTS
- ASSESSES AND CLASSIFIES PATIENTS ACCORDING TO THEIR ECONOMIC AND OTHER NEEDS.
- COORDINATED AND COLLABORATES WITH CONCERNED STAKEHOLDERS TO PROVIDE HOLISTIC CARE TO PATIENTS AND THEIR FAMILIES.
- PROVIDES ASSISTANCE TO DISADVANTAGED AND ABANDONED PATIENTS.
- PERFORM OTHER RELATED TASKS THAT MAY BE ASSIGNED BY THE CHIEF.

CONTRACT OF SERVICE

NO. OF VACANCY : 4

POSITION TITLE : MEDICAL TECHNOLOGIST I

SERVICE/SECTION : ANCILLARY / CLINICAL LABORATORY

MONTHLY SALARY : P 28,512.00

Minimum Qualification

- EDUCATION: BACHELOR'S DEGREE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA 1080 (MEDICAL TECHNOLOGIST)

GENERAL FUNCTION OF THE POSITION

- PREPARES SPECIMEN FOR TESTING BY FOLLOWING THE CORRECT PROCEDURE ON SPECIMEN PREPARATION.
- PERFORMS ROUTINE BIOCHEMICAL, MICROSCOPIC, BACTERIOLOGICAL, AND OTHER CLINICAL LABORATORY EXAMINATIONS BY FOLLOWING THE STANDARD OPERATING PROCEDURE.
- ASSIST IN PERFORMING QUALITY ASSURANCE CHECKS BY RUNNING QUALITY CONTROLS BEFORE RUNNING TESTS.
- PERFORMS ROUTINE CHECKS ON APPARATUS AND EQUIPMENT.
- SUPPORTS IN THE PERFORMANCE OF PHLEBOTOMY AND PERFORMS OTHER SAMPLE COLLECTION BY ADHERING TO PROPER PROCEDURES.
- SUPPORTS IN THE PERFORMANCE OF PROPER RECEIVING OF CLINICAL LABORATORY REQUESTS AND SPECIMENS BY FOLLOWING THE PROTOCOLS OF ACCEPTANCE AND REJECTION CRITERIA.
- ASSIST THE SENIOR MED. TECH. IN PREPARING MONTHLY CENSUS AND REPORTS BY ACCOUNTING AND RECORDING ALL TESTS DONE.
- COLLATES AND FILES CLINICAL LABORATORY RECORDS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY : 2

POSITION TITLE : LABORATORY AIDE II

SERVICE/SECTION : ANCILLARY / ANATOMICAL LAB

MONTHLY SALARY : P 16,209.00

Minimum Qualification

- EDUCATION: ELEMENTARY SCHOOL GRADUATE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED / (MC 10S. 2013 CAT. III)

GENERAL FUNCTION OF THE POSITION

- PERFORMS THE DUTIES OF AN AUTHORIZED SPECIMEN COLLECTOR IN THE DRUG TESTING LABORATORY (DTL) INCLUDING THE FOLLOWING:
 - A. VERIFIES THE IDENTITY OF THE CLIENT.
 - B. ASSIST CLIENTS IN ACCOMPLISHING THE FORMS FOR DRUG TESTING.
 - C. COLLECTS URINE SPECIMEN FOR SCREENING DRUG TESTING
 - D. PROPERLY DISPOSE COLLECTED SPECIMENS
 - E. MAINTAIN THE CLEANLINESS OF THE COLLECTION AREA AND THE WHOLE DRUG TESTING LAB UNIT
 - F. MONITORS THE DAILY TEMPERATURE MONITORING OF THE DTL REFRIGERATOR.
- DELIVERS DRUG TEST KITS TO THE REQUESTING SECTION/WARD FOR URINE DRUG TEST SCREENING WITH APPROPRIATE CHARGING.
- ASSIST CLIENTS IN ACCOMPLISHING CLIENT EXPERIENCE SURVEY FORM.
- SUBMITS/ DISTRIBUTES DOCUMENTS TO RESPECTIVE OFFICES DURING THE TOUR OF DUTY.
- MAINTAINS THE CLEANLINESS OF THE SECTIONS IN THE ANATOMICAL LABORATORY.
- (FOR THE MALE LABORATORY AIDE) PERFORMS THE DUTIES OF THE LABORATORY AIDE IN THE MORGUE SECTION INCLUDING RECEIVING AND RELEASING OF CADAVERS.
- PERFORMS OTHER TASKS AS MAY BE ASSIGNED BY THE CHIEF OF SECTION AND HIGHER AUTHORITIES.

CONTRACT OF SERVICE

NO. OF VACANCY: 8

POSITION TITLE: ADMINISTRATIVE AIDE III (DRIVER I)

SERVICE/SECTION: HOPSS / TRANSPORT SECTION

MONTHLY SALARY : P 15,265.00

Minimum Qualification

- EDUCATION: ELEMENTARY SCHOOL GRADUATE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: PROFESSIONAL DRIVERS LICENSE (MC 10S. 2013 CAT. IV)

GENERAL FUNCTION OF THE POSITION

- TRANSPORTS PATIENTS, HOSPITAL STAFF, EQUIPMENT AND SUPPLIES TO VARIOUS AREAS AND DESTINATIONS INSIDE THE INSTITUTION.
- DRIVES HOSPITAL VEHICLE/S AND TRANSPORTS AMBULATORY PATIENTS ESPECIALLY DURING EMERGENCIES AND HOSPITAL PERSONNEL ON OFFICIAL BUSINESS.
- PREPARES, CONSOLIDATES, AND SUBMITS REPORTS OF TRIP TICKET WITH DULY ACCOMPLISHED FUEL AND OIL CONSUMPTION AND DISTANCE TRAVELED, AND MAINTAINS RECORDS OF VEHICLE USAGE
- INSPECTS AND DIAGNOSES TRANSPORT VEHICLES FOR SAFETY ISSUES OR DEFECTS (PERFORMS BLOWBAG BEFORE, DURING, AND AFTER OPERATION OF VEHICLES).
- MAINTAINS ORDERLINESS AND CLEANLINESS OF THE VEHICLES AND THE GARAGE AND TRANSPORT SECTION PREMISES
- PERFORMS OTHER TASK AS MAY BE ASSIGNED BY THE IMMEDIATE SUPERVISOR AND NEXT HIGHER AUTHORITIES
- PERFORMS CORRECTIVE AND PREVENTIVE MAINTENANCE OF HOSPITAL VEHICLES.
- ENSURES THAT ALL SPARE PARTS NEEDED FOR REPAIR ARE REQUESTED IN A TIMELY MANNER AFTER INSPECTION.
- INSPECTS AND DIAGNOSES FOR SAFETY ISSUES OR DEFECTS ALL THE VEHICLES
- PERFORMS BLOWBAG BEFORE, DURING, AND AFTER OPERATION OF VEHICLE WITH NO MAJOR UNTIMELY BREAKDOWNS PER MONTH..



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DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY : 5

POSITION TITLE : ADMINISTRATIVE AIDE I (FOOD SERVICE WORKER)

SERVICE/SECTION : HOPSS / CENTRAL ADMINISTRATIVE UNIT

MONTHLY SALARY : P13,530.00

Minimum Qualification

- EDUCATION: MUST BE ABLE TO READ AND WRITE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED

GENERAL FUNCTION OF THE POSITION

- ENSURE THAT THE DELIVERED MEALS OF ADMITTED SERVICE USERS ARE ACCURATE BASED ON THE ACTUAL CENSUS OF PATIENTS OF THE PAVILION.
 - ENSURE THAT ALL PLATES, TUMBLERS, AND UTENSILS ARE PROPERLY RINSED AND SANITIZED UPON RETURN TO THE PANTRY.
 - MAINTENANCE OF THE CLEANLINESS AND ORDERLINESS OF THE PANTRY AREA.
 - PROPER SEGREGATION AND DISPOSAL OF FOOD LEFTOVERS AND WASTES AS PER SANITATION STANDARDS.
 - ASSIST IN THE COLLECTION OF SUPPLIES AND OTHER MATERIALS NEEDED BY THE PAVILION ADMINISTRATIVE OFFICE AND AID IN ITS DISTRIBUTION IN THE OFFICES, UNITS, AND WARDS OF THE PAVILION.
 - ASSIST IN THE ENDORSEMENT OF CONDEMN OF UNSERVICEABLE EQUIPMENT (OFFICE AND/OR MEDICAL EQUIPMENT) TO THE MATERIAL MANAGEMENT SECTION.
 - ASSIST IN FORWARDING JOB REFERRALS/MAINTENANCE WORK REQUESTS TO THE FACILITIES AND EQUIPMENT MAINTENANCE SECTION (FEMS).
 - ASSIST IN COLLECTING AND DELIVERING INTRA AND INTER-OFFICE CORRESPONDENCE AND OTHER PERTINENT DOCUMENTS.
 - ASSIST IN THE DAILY COLLECTION AND DISTRIBUTION OF CLEAN PATIENTS' CLOTHES AND LINENS IN THE WARDS OF THE PAVILION.
 - PERFORM OTHER ADMINISTRATIVE SUPPORT AS INSTRUCTED BY THE IMMEDIATE SUPERVISOR.
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

POSITION TITLE : PHARMACIST I

SERVICE/SECTION : ANCILLARY / PHARMACY SECTION

NO. OF VACANCY : 6

MONTHLY SALARY : P28,512.00

Minimum Qualification

- EDUCATION: BACHELOR'S DEGREE IN PHARMACY
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA 1080 (PHARMACIST)

GENERAL FUNCTION OF THE POSITION

- DISPENSES DRUGS AND MEDICINES AS PRESCRIBED BY THE PHYSICIANS AND DENTISTS.
- MONITORING OF INPATIENT CENSUS (MONTHLY) AND E-CART (BI-ANNUALLY).
- DAILY DISTRIBUTION OF DRUGS AND MEDICINES IN PAVILIONS.
- DAILY PROCESSING AND CONSOLIDATING OF RIS FOR SERVICE, CONSIGNMENT AND EMERGENCY PURCHASE DRUGS AND MEDICINES FOR INPATIENTS.
- DAILY ENCODING, PRICING AND DISPENSING OF CONSIGNMENT DRUGS AND MEDICINES FOR OUTPATIENT PHARMACY SERVICE.
- DAILY MONITORING AND PERFORMING ACTUAL MONTHLY INVENTORY OF CONSIGNMENT DRUGS AND MEDICINES IN OUTPATIENT PHARMACY SERVICE.
- GUIDES THE ACTIVITIES OF THE PHARMACY AND UTILITY WORKERS.
- REQUISITIONS FOR MEDICINES FOR STOCK REPLENISHMENT.
- RECORDS PRESCRIPTIONS AND OTHER INFORMATION (I.E. SUPPLIES ISSUANCE, CHARGE SLIPS, INCOME PROOF SHEETS OF PATIENTS) IN THE APPROPRIATE MANNER AND CHECKS AUTHENTICITY OF SAID RECORDS.
- PREPARES RELEVANT REPORTS.
- EDUCATES AND GIVES INSTRUCTIONS TO PATIENTS ON HOW TO TAKE THE MEDICINES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

CONTRACT OF SERVICE

POSITION TITLE: NURSING ATTENDANT I

SERVICE/SECTION: NURSING SERVICE

NO. OF VACANCY : 8

MONTHLY SALARY: P16,209.00

Minimum Qualification

- EDUCATION: ELEMENTARY SCHOOL GRADUATE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED / (MC 10S. 2013 CAT. III)

GENERAL FUNCTION OF THE POSITION

- TAKES AND RECORDS OF VITAL SIGNS OF PATIENTS.
- PERFORMS BEDSIDE NURSING CARE, SUCH AS REMOVING BED PANS, TUBE FEEDING, SUCTIONING, CATHETERIZATION, GIVING OF ENEMA AND BATHING OF PATIENTS.
- PREPARES PATIENT FOR SURGERY AS SCHEDULED AND EMERGENCY.
- ANSWER PATIENT CALLS.
- BRING SPECIMENS TO LABORATORY.
- RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED.
- REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY ROOM.
- MAINTAINS CLEANLINESS OF EQUIPMENT.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY : 1

POSITION TITLE: NUTRITIONIST DIETITIAN I

SERVICE/SECTION: ANCILLARY / NUTRITION AND DIETETICS SECTION

MONTHLY SALARY: P28,512.00

Minimum Qualification

- EDUCATION: BACHELOR'S DEGREE MAJOR IN NUTRITION, DIETETICS OR COMMUNITY NUTRITION
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA 1080 (NUTRITIONIST DIETITIAN)

GENERAL FUNCTION OF THE POSITION

- MONITORS FOOD SERVICE PRODUCTION FOR CONFORMITY WITH QUALITY STANDARDS CONCERNING FOOD SAFETY AND SANITATION.
- SUPERVISES THE FOOD PRODUCTION FROM PREPARATION TO DISHING OUT AND MEAL DISTRIBUTION OF BOTH REGULAR AND THERAPEUTIC DIETS.
- ASSISTS IN THE MONITORING AND EVALUATION OF THE FOOD PRODUCTION OF THE OUTSOURCED SERVICE PROVIDER.
- ASSISTS IN MAINTAINING AND IMPROVING HIGH STANDARDS OF SANITATION AND FOOD SAFETY.
- CONDUCTS NUTRITIONAL ASSESSMENTS, DIAGNOSIS, INTERVENTION, MONITORING, AND EVALUATION OF REFERRED SERVICE USERS.
- CONSULTS WITH ATTENDING PHYSICIANS CONCERNING DIETARY PRESCRIPTIONS THAT NEED VERIFICATIONS.
- PLANS NUTRITIONAL CARE OF PATIENTS AND FORMULATES IMPROVED TECHNIQUES AND PROCEDURES IN THE PREPARATION AND SERVICING OF REGULAR AND MODIFIED DIETS TO SERVICE USERS.
- ASSISTS IN THE SUPERVISION OF THE ORAL NUTRITION SUPPLEMENTATION AND TUBEFEEDING TO ENSURE PROPER QUANTITY, QUALITY, AND ACCURACY OF INGREDIENTS.
- INSTRUCTS AND COUNSELS INPATIENTS AND OUTPATIENTS AND THEIR FAMILIES OR GUARDIANS ABOUT THEIR INDIVIDUALIZED NUTRITION CARE PLAN AND DIET MODIFICATIONS USING EFFECTIVE TEACHING TECHNIQUES.
- ACCOMPLISHES MONTHLY WEIGHT MONITORING FOR ASSIGNED PAVILIONS.
- ACCOMPLISHES ASSIGNED FOOD PRODUCTION, RESEARCH, TRAINING, EDUCATION, AND CLINICAL AND THERAPEUTIC REPORTS.
- ACCOMPLISHES DATA RECORD FOR THE DOH BI-ANNUAL REPORT.
- ASSISTS IN DEVELOPING AND CONDUCTION TRAINING AND OTHER EDUCATIONAL PROGRAMS TO MEET THE NEEDS OF DIETETICS, MEDICAL, NURSING, AND OTHER ALLIED HEALTH PROGRAMS.
- ASSISTS IN PREPARATION AND UTILIZATION OF CURRENT EDUCATIONAL METHODOLOGY AND INSTRUCTIONAL MATERIALS TO ENHANCE LEARNING EXPERIENCE OF PERSONNEL.
- ASSISTS AND PARTICIPATES IN NUTRITION CARE STUDIES, FOOD AND FOOD SERVICE RESEARCH PROGRAMS, AS WELL AS INNOVATIVE PROGRAMS, TECHNOLOGICAL ADVANCES, AND IMPLEMENTATION OF NEW NUTRITION CARE PROGRAMS.
- ASSISTS IN RESEARCH AND CASE STUDIES CONCERNING NUTRITION CARE OF THE SERVICE USERS.
- ASSISTS IN THE MAINTENANCE OF ORGANIZED FILING OF RECORDS.
- MAINTAINS EFFECTIVE WRITTEN AND VERBAL COMMUNICATIONS AND PUBLIC RELATIONS IN THE INTRA- AND INTER-DEPARTMENTAL LEVELS.
- PARTICIPATES IN PROFESSIONAL MEETINGS AND CONFERENCES.
- HANDLES MULTI-TASK RESPONSIBILITIES, AS MAY BE ASSIGNED BY THE IMMEDIATE SUPERVISOR.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 4

POSITION TITLE: RADIOLOGIC TECHNOLOGIST II

SERVICE/SECTION: ANCILLARY / RADIOLOGY SECTION

MONTHLY SALARY : P38,413.00

Minimum Qualification

- EDUCATION: BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY
- EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE AS A RADIOLOGIC TECHNOLOGIST
- TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING IN RADIOLOGIC TECHNOLOGY
- ELIGIBILITY: RA 1080 (RADIOLOGIC TECHNOLOGIST)

GENERAL FUNCTION OF THE POSITION

- RECEIPTS AND PERFORM THE EXAMINATION OF X-RAY, ULTRASOUND AND CT SCAN REQUESTS.
- SCHEDULE, GENERATE CHARGE SLIP AND ENCODE THE PATIENT INFORMATION IN RIS/ PACS SYSTEM.
- PROCESS IMAGES FOR RADIOLOGIST INTERPRETATION OF RESULTS.
- COMPLETE AND UPDATED RADIOLOGIC RECORDS DONE WITHIN THE DAY.
- RADIOLOGIC ENVELOPES ARE SORTED AND FILED WITHIN THE DAY AFTER INTERPRETATION.
- ENDORSEMENTS PROVIDED WITH A COMPLETE REPORT AND ACCURATE DOCUMENTATION WITHIN 15-30 MINS AFTER SHIFT. MAINTAINS CLEANLINESS AND ASSURES THAT RADIOLOGIC EQUIPMENT ARE IN GOOD WORKING CONDITION.
- ALL OPERATIONAL PLANS AND REPORTS FOR THE RADIOLOGY SECTION ARE COMPLETE AND ACCURATE WITHIN THE PRESCRIBED DEADLINES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

CONTRACT OF SERVICE

NO. OF VACANCY: 1

POSITION TITLE: ADMINISTRATIVE ASSISTANT I

SERVICE/SECTION: ANCILLARY / RADIOLOGY SECTION

MONTHLY SALARY: P19,365.00

Minimum Qualification

- EDUCATION: COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: CSC SUB-PROFESSIONAL/ 1ST LEVEL

GENERAL FUNCTION OF THE POSITION

- PREPARES ROUTING CORRESPONDENCE, ENDORSEMENT, REPORTS, MEMORANDA, AND OTHER OFFICIAL DOCUMENTS AS DIRECTED.
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPILES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE.
- PROCESSES INCOMING DOCUMENTS UPON RECEIPT.
- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN THE OFFICE.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY : 1

POSITION TITLE: ADMINISTRATIVE AIDE I

SERVICE/SECTION: ANCILLARY / RADIOLOGY SECTION

MONTHLY SALARY : P13,530.00

Minimum Qualification

- EDUCATION: MUST BE ABLE TO READ AND WRITE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED

GENERAL FUNCTION OF THE POSITION

- MOPS AND SCRUBS FLOORS AND WALLS OF OFFICES.
- DUSTS TABLES AND CHAIRS, OFFICE FURNITURE'S AND THE LIKE.
- SCRUBS AND CLEAN TOILET WALLS AND TOILET BOWLS.
- OBSERVES GENERAL CLEANLINESS OF OFFICES AND BUILDINGS.
- MAY PERFORM MESSENGERIAL WORK SUCH AS BRINGING COMMUNICATIONS FOR SIGNATURE FROM TABLE TO TABLE TO OTHER SERVICES.
- PERFORMS SIMPLE CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING TELEPHONE CALLS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

CONTRACT OF SERVICE

NO. OF VACANCY : 1

POSITION TITLE: RESPIRATORY THERAPIST II

SERVICE/SECTION: ANCILLARY / ACTIVITY THERAPY SECTION

MONTHLY SALARY: P35,434.00

Minimum Qualification

- EDUCATION: BACHELOR'S DEGREE IN RESPIRATORY THERAPIST
- EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
- TRAINING: (4) HOURS OF RELEVANT TRAINING
- ELIGIBILITY: RA 1080 (RESPIRATORY THERAPIST)

GENERAL FUNCTION OF THE POSITION

- MEETS PATIENT'S GOALS AND NEEDS AND PROVIDES QUALITY CARE BY CONDUCTING FUNCTION TESTS, ASSESSING AND INTERPRETING EVALUATIONS AND TEST RESULTS.
- HELPS PATIENTS ACCOMPLISH TREATMENT PLAN AND SUPPORTS LIFE BY ADMINISTERING INHALANTS; OPERATING MECHANICAL VENTILATORS, THERAPEUTIC GAS ADMINISTRATION APPARATUS, ENVIRONMENTAL CONTROL SYSTEMS, AND AEROSOL.
- ADMINISTERS RESPIRATORY THERAPY TREATMENTS BY PERFORMING BRONCHO PULMONARY DRAINAGE; ASSISTING WITH BREATHING EXERCISES; MONITORING PHYSIOLOGICAL RESPONSES TO THERAPY, SUCH AS VITAL SIGNS, ARTERIAL BLOOD GASES, AND BLOOD CHEMISTRY CHANGES; DIRECTING TREATMENTS GIVEN BY AIDES, TECHNICIANS AND ASSISTANTS.
- EVALUATES EFFECTS OF RESPIRATORY THERAPY TREATMENT PLAN BY OBSERVING, NOTING, AND EVALUATING PATIENT'S PROGRESS; RECOMMENDING ADJUSTMENTS AND MODIFICATIONS.
- DOCUMENTS PATIENT CARE SERVICES BY CHARTING IN PATIENT AND SECTION RECORDS.
- CONTRIBUTES TO TEAM EFFORT BY ACCOMPLISHING RELATED RESULTS AS NEEDED.
- PERFORM OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

POSITION TITLE: PSYCHOMETRICIAN

NO. OF VACANCY: 2

SERVICE/SECTION: ANCILLARY / PSYCHOLOGICAL SECTION

MONTHLY SALARY : P28,512.00

Minimum Qualification

- EDUCATION: BACHELORS DEGREE IN PSYCHOLOGY
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA 1080 (PSYCHOMETRICIAN)

GENERAL FUNCTION OF THE POSITION

- UNDER THE SUPERVISION OF THE PSYCHOLOGIST, CONDUCTS GROUP OR INDIVIDUAL PSYCHOLOGICAL TEST ADMINISTRATION TO SERVICE USERS AND PATIENTS.
- SCORING AND INTERPRETATION OF DIFFERENT PSYCHOLOGICAL TESTS.
- PSYCHOLOGICAL REPORT WRITING FOR NON-COURT CASES UNDER THE SUPERVISION OF PSYCHOLOGIST.
- SUPPORT FUNCTIONS SUCH AS SCHEDULING OF SERVICE USERS AND PATIENT REFERRALS FOR PSYCHOLOGIST.
- ASSISTS PSYCHOLOGISTS IN THE CONDUCT OF GROUP DYNAMICS AND PSYCHOEDUCATION OF PATIENTS.
- FACILITATE INTERVIEW/ CASE STUDY AND GROUP TOUR REQUEST OF UNDERGRADUATE RESEARCHERS AND AFFILIATES.
- PARTICIPATE AS CO-RESEARCHER IN PSYCHOLOGICAL RESEARCH DELIVERABLES OF THE SECTION.
- RECORD KEEPING AND ENSURING TEST SECURITY OF PROCURED TEST MATERIALS.
- PERFORMS OTHER TASKS ASSIGNED BY THE SECTION CHIEF.

CONTRACT OF SERVICE

POSITION TITLE: PSYCHOLOGIST I

NO. OF VACANCY : 2

SERVICE/SECTION: ANCILLARY / PSYCHOLOGICAL SECTION

MONTHLY SALARY : P46,616.00

Minimum Qualification

- EDUCATION: MASTER'S DEGREE IN PSYCHOLOGY
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA NO. 10029 (PSYCHOLOGIST)

GENERAL FUNCTION OF THE POSITION

- ADMINISTERS, SCORES, AND INTERPRETS DIFFERENT PSYCHOLOGICAL TESTS (INTELLIGENCE, APTITUDE, AND PROJECTIVE) TO SERVICE USERS.
- PSYCHOLOGICAL REPORT WRITING FOR COURT AND NON-COURT CASES
- PARTICIPATES IN NEW CASE PRESENTATIONS, GRAND ROUNDS, AND GENERAL STAFF CONFERENCES.
- CONDUCTS GROUP DYNAMICS, COUNSELING, AND PSYCHOTHERAPY SESSIONS WITH SERVICE USERS.
- CONTRIBUTES TO PSYCHOLOGICAL RESEARCH.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 1

POSITION TITLE: ADMINISTRATIVE AIDE I

SERVICE/SECTION: HOPSS / FEMS

MONTHLY SALARY : P13,530.00

Minimum Qualification

- EDUCATION: MUST BE ABLE TO READ AND WRITE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED
- PREFERENCE: SKILLED PAINTER/ CARPENTER

GENERAL FUNCTION OF THE POSITION

- CONSTRUCT AND INSTALL BUILDING FRAMEWORKS INCLUDING CABINETS, CEILING, WALLS, AND DOOR FRAMES.
- PAINTING/CARPENTRY WORKS
- OTHER TASKS THAT MAY BE ASSIGNED BY THE IMMEDIATE SUPERVISOR.

CONTRACT OF SERVICE

NO. OF VACANCY: 1

POSITION TITLE: ADMINISTRATIVE AIDE IV (NON MEDICAL EQUIPMENT TECHNICIAN)

MONTHLY SALARY : P16,209.00

SERVICE/SECTION: HOPSS / FEMS

Minimum Qualification

- EDUCATION: COMPLETION OF TWO-YEAR STUDIES IN COLLEGE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED

GENERAL FUNCTION OF THE POSITION

- CONDUCTS VARIOUS CORRECTIVE MAINTENANCE WORKS/TROUBLESHOOT ON TELECOMMUNICATION SYSTEM.
- CONDUCTS DIAGNOSIS OF TELECOMMUNICATION SYSTEM OPERATIONS.
- CONDUCTS INSTALLATION OF WIRES, HANDSET, AND OTHER ACCESSORIES.
- CONDUCTS VARIOUS PREVENTIVE MAINTENANCE WORKS SUCH AS EARLY DIAGNOSIS AND REPLACEMENT OF WIRES, HANDSET, AND OTHER ACCESSORIES.
- ABLE TO ESTIMATE REQUIRED MATERIALS FOR THE MAINTENANCE WORKS.
- ACCOMPLISHES OTHER RELATED WORKS THAT MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 3

POSITION TITLE: ADMINISTRATIVE AIDE I

SERVICE/SECTION: HOPSS / FEMS

MONTHLY SALARY : P13,530.00

Minimum Qualification

- EDUCATION: MUST BE ABLE TO READ AND WRITE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED
- PREFERENCE: KNOWLEDGEABLE IN NON-MEDICAL EQUIPMENT MAINTENANCE

GENERAL FUNCTION OF THE POSITION

- CONDUCTS VARIOUS CORRECTIVE MAINTENANCE WORKS/ TROUBLESHOOT ON FANS AND GENERATORS.
- CONDUCTS DIAGNOSIS OF ELECTRICAL AND MECHANICAL ISSUES IN ELECTRIC FANS.
- CONDUCTS INSTALLATION WORKS ON FANS.
- CONDUCTS VARIOUS PREVENTIVE MAINTENANCE WORKS/ CLEANING ON FANS.
- KNOWLEDGEABLE IN ELECTRONICS AND OTHER ELECTRICAL AND MECHANICAL COMPONENTS OF FANS.
- ABLE TO ESTIMATE REQUIRED MATERIALS FOR THE MAINTENANCE WORKS.
- ACCOMPLISHES OTHER RELATED WORKS THAT MAY BE ASSIGNED.

CONTRACT OF SERVICE

NO. OF VACANCY: 3

POSITION TITLE: ADMINISTRATIVE AIDE I

SERVICE/SECTION: HOPSS / FEMS

MONTHLY SALARY : P13,530.00

Minimum Qualification

- EDUCATION: MUST BE ABLE TO READ AND WRITE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED
- PREFERENCE: KNOWLEDGEABLE IN HEATING, VENTILATION AND AIR-CONDITIONING (HVAC)

GENERAL FUNCTION OF THE POSITION

- CONDUCTS VARIOUS CORRECTIVE MAINTENANCE WORKS/ TROUBLESHOOT ON ACU.
- CONDUCTS DIAGNOSIS OF AIR CONDITIONING SYSTEM, INCLUDING ELECTRICAL, MECHANICAL, AND REFRIGERANT PROBLEMS.
- CONDUCTS INSTALLATION WORKS ON ACU.
- CONDUCTS VARIOUS PREVENTIVE MAINTENANCE WORKS/ CLEANING ON ACU
- KNOWLEDGEABLE IN INVERTER TYPE ACU.
- ABLE TO ESTIMATE REQUIRED MATERIALS FOR THE MAINTENANCE WORKS.
- ACCOMPLISHES OTHER RELATED WORKS THAT MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 1

POSITION TITLE: ADMINISTRATIVE ASSISTANT I

SERVICE/SECTION: HOPSS / FEMS

MONTHLY SALARY : P19,365.00

Minimum Qualification

- EDUCATION: COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: CSC SUB-PROFESSIONAL/ 1ST LEVEL
- PREFERENCE: KNOWLEDGEABLE IN BOOKKEEPING & ACCOUNTING

GENERAL FUNCTION OF THE POSITION

- PREPARES ROUTING CORRESPONDENCE, ENDORSEMENT, REPORTS, MEMORANDA, AND OTHER OFFICIAL DOCUMENTS AS DIRECTED.
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPILES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE.
- PROCESSES INCOMING DOCUMENTS UPON RECEIPT.
- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN THE OFFICE.
- ASSIST THE CHIEF OF SECTION IN LIQUIDATION OF PETTY CASH FUND.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

CONTRACT OF SERVICE

NO. OF VACANCY: 17

POSITION TITLE: ADMINISTRATIVE AIDE I

SERVICE/SECTION: HOPSS / SANITATION

MONTHLY SALARY : P13,530.00

Minimum Qualification

- EDUCATION: MUST BE ABLE TO READ AND WRITE
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: NONE REQUIRED

- MOPS AND SCRUBS FLOORS AND WALLS OF OFFICES.
- DUSTS TABLES AND CHAIRS, OFFICE FURNITURE'S AND THE LIKE.
- SCRUBS AND CLEAN TOILET WALLS AND TOILET BOWLS.
- OBSERVES GENERAL CLEANLINESS OF OFFICES AND BUILDINGS.
- MAY PERFORM MESSENGERIAL WORK SUCH AS BRINGING COMMUNICATIONS FOR SIGNATURE FROM TABLE TO TABLE TO OTHER SERVICES.
- PERFORMS SIMPLE CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING TELEPHONE CALLS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 1

POSITION TITLE: ASSOCIATE PROJECT MANAGER

SERVICE/SECTION: IHOMP

MONTHLY SALARY : P35,000.00

Minimum Qualification

- **EDUCATION:** BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY, COMPUTER SCIENCE, OR A RELATED FIELD (OR EQUIVALENT EXPERIENCE).
- **EXPERIENCE:** AT LEAST 1 YEAR OF RELEVANT EXPERIENCE IN PROJECT MANAGEMENT, PREFERABLY IN IT OR SOFTWARE DEVELOPMENT PROJECTS.
- **TRAINING:** NONE REQUIRED
- **ELIGIBILITY:** NONE REQUIRED
- **PREFERENCE:** KNOWLEDGE OF AGILE AND WATERFALL PROJECT METHODOLOGIES. FAMILIAR WITH REQUIREMENTS GATHERING, TECHNICAL DOCUMENTATION, AND SOFTWARE DEVELOPMENT PROCESSES.

GENERAL FUNCTION OF THE POSITION

- ASSIST THE TEAM LEADER AND PROJECT MANAGER IN THE FULL PROJECT LIFECYCLE, FOLLOWING AGILE METHODOLOGY
- FOR SOFTWARE DEVELOPMENT.
- ENSURE TIMELY AVAILABILITY AND SUSTAINABILITY OF PROJECT RESOURCES TO PREVENT DISRUPTIONS THAT MAY
- AFFECT TIMELINES, SCOPE, AND DELIVERABLES.
- CONTRIBUTE TO THE SUCCESSFUL IMPLEMENTATION OF THE PROJECT BY PREPARING PROPOSALS, WORK PLANS, AND
- STAKEHOLDER-FACING PRESENTATIONS.
- PROVIDE INSIGHTS AND FEEDBACK TO THE PROJECT MANAGER TO PREVENT RISKS, FAULTS, OR DELAYS IN PROJECT
- EXECUTION.
- ASSIST IN CONDUCTING DESIGN THINKING WORKSHOPS TO IDENTIFY APPROPRIATE DIGITAL SOLUTIONS ALIGNED WITH
- HOSPITAL OR ORGANIZATIONAL NEEDS.
- MAINTAIN OPEN COMMUNICATION WITH INTERNAL AND EXTERNAL STAKEHOLDERS TO ENSURE ALIGNMENT AND
- QUALITY SERVICE DELIVERY.
- GATHER AND RELAY STAKEHOLDER FEEDBACK TO THE PROJECT MANAGER FOR CONSIDERATION IN PROJECT
- ADJUSTMENTS.
- CREATE AND MAINTAIN TECHNICAL DOCUMENTATION INCLUDING SYSTEM ARCHITECTURE, PROCESS FLOWS,
- DATABASE DESIGN, INTEGRATIONS, APIS, PATCHES, UPGRADES, AND MIGRATIONS TO SUPPORT SMOOTH TRANSITION
- AND TRAINING.
- PERFORM OTHER TASKS AS MAY BE ASSIGNED RELEVANT TO THE SUCCESS OF THE PROJECT.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 1

POSITION TITLE: MID-LEVEL WEB DEVELOPER

SERVICE/SECTION: IHOMP

MONTHLY SALARY : P33,000.00

Minimum Qualification

- **EDUCATION:** BACHELOR'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY, OR A RELATED FIELD.
- **EXPERIENCE:** AT LEAST 2 TO 4 YEARS OF EXPERIENCE IN WEB APPLICATION DEVELOPMENT. EXPERIENCE WITH BACK-END DEVELOPMENT USING PHP, PYTHON, OR SIMILAR LANGUAGES.
- **TRAINING:** NONE REQUIRED
- **ELIGIBILITY:** NONE REQUIRED
- **PREFERENCE:** KNOWLEDGEABLE IN DATABASE MANAGEMENT SYSTEMS SUCH AS MYSQL OR POSTGRESQL. PROFICIENT IN HTML, CSS, JAVASCRIPT, AND FRONT-END FRAMEWORKS SUCH AS REACT, ANGULAR, OR VUE.JS. FAMILIARITY WITH VERSION CONTROL TOOLS LIKE GIT AND DEPLOYMENT PRACTICES IS A PLUS

GENERAL FUNCTION OF THE POSITION

- DESIGN, DEVELOP, AND IMPLEMENT SCALABLE AND MAINTAINABLE WEB APPLICATIONS.
- COLLABORATE WITH UI/UX DESIGNERS TO CREATE VISUALLY APPEALING AND USER-FRIENDLY INTERFACES.
- CONDUCT CODE REVIEWS AND APPLY BEST PRACTICES TO OPTIMIZE PERFORMANCE, MAINTAINABILITY, AND SECURITY.
- TROUBLESHOOT, DIAGNOSE, AND RESOLVE FRONT-END AND BACK-END ISSUES EFFICIENTLY.
- MAINTAIN PROPER VERSION CONTROL AND UP-TO-DATE TECHNICAL DOCUMENTATION.
- INTEGRATE THIRD-PARTY APIS AND SERVICES TO EXTEND APPLICATION FUNCTIONALITY AS NEEDED



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

POSITION TITLE: MID-LEVEL IT SUPPORT

NO. OF VACANCY: 1

SERVICE/SECTION: IHOMP

MONTHLY SALARY : P27,000.00

Minimum Qualification

- **EDUCATION:** BACHELOR'S DEGREE IN INFORMATION TECHNOLOGY, COMPUTER SCIENCE, OR RELATED FIELD.
- **EXPERIENCE:** MINIMUM OF 2 YEARS OF RELEVANT IT SUPPORT EXPERIENCE.
- **TRAINING:** NONE REQUIRED
- **ELIGIBILITY:** NONE REQUIRED
- **PREFERENCE:** STRONG KNOWLEDGE OF IT SYSTEMS, TROUBLESHOOTING TECHNIQUES, AND TECHNICAL SUPPORT BEST PRACTICES. FAMILIARITY WITH INCIDENT MANAGEMENT TOOLS, TICKETING SYSTEMS, AND SUPPORT PROCESSES. ABILITY TO WORK SYSTEMATICALLY, MANAGE MULTIPLE TASKS, AND COLLABORATE WITH TECHNICAL TEAMS. EXCELLENT COMMUNICATION, DOCUMENTATION, AND PROBLEM-SOLVING SKILLS.

GENERAL FUNCTION OF THE POSITION

- IDENTIFIES AND DIAGNOSES ISSUES AND PROBLEMS TO ENSURE A TIMELY AND EFFECTIVE RESPONSE BY PROVIDING APPROPRIATE SOLUTIONS.
- OVERSEES THE IMPLEMENTATION OF ICT RESPONSE PLAYBOOKS AS PROVIDED BY THE COMPUTER OPERATIONS AND SUPPORT – TECHNICAL LEAD.
- CATEGORIZES AND RECORDS REPORTED QUERIES AND PROVIDES SOLUTIONS TO PRIORITIZE SERVICE REQUEST TICKETS BASED ON THEIR IMPACT ON BUSINESS FUNCTIONS.
- PROVIDES FIRST-LINE INVESTIGATION AND DIAGNOSIS AND PROMPTLY ESCALATES UNRESOLVED ISSUES TO APPROPRIATE SUPPORT TIERS.
- RESPONDS SYSTEMATICALLY TO DAY-TO-DAY OPERATIONAL NEEDS TO AVOID SERVICE DISRUPTIONS, IN ADHERENCE TO THE SERVICE LEVEL AGREEMENT (SLA) AND INFORMATION SECURITY POLICIES.
- LOGS INCIDENTS AND SERVICE REQUESTS, MAINTAINING DETAILED RECORDS, INCLUDING:
 - IDENTIFYING AND CLASSIFYING INCIDENT TYPES AND SERVICE INTERRUPTIONS.
 - CATALOGING INCIDENTS BY SYMPTOMS AND RESOLUTIONS.
- ASSISTS IN HANDLING ESCALATED ISSUES FROM ENTRY-LEVEL SUPPORT STAFF AND GUIDES THEM IN INCIDENT RESPONSE AND RESOLUTION.
- PERFORMS ADDITIONAL TASKS AS ASSIGNED BY ICT OPERATIONS.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



CONTRACT OF SERVICE

NO. OF VACANCY: 2

POSITION TITLE: ENTRY-LEVEL WEB DEVELOPER

SERVICE/SECTION: IHOMP

MONTHLY SALARY : P28,000.00

Minimum Qualification

- **EDUCATION:** BACHELOR'S DEGREE IN COMPUTER SCIENCE, INFORMATION TECHNOLOGY, OR A RELATED FIELD (OR CURRENTLY PURSUING).
- **EXPERIENCE:** NONE REQUIRED
- **TRAINING:** NONE REQUIRED
- **ELIGIBILITY:** NONE REQUIRED
- **PREFERENCE:** FAMILIARITY WITH WEB DEVELOPMENT TECHNOLOGIES SUCH AS HTML, CSS, JAVASCRIPT, AND BASIC PROGRAMMING CONCEPTS. WILLINGNESS TO LEARN NEW TOOLS, FRAMEWORKS, AND DEVELOPMENT TECHNIQUES. STRONG TEAMWORK, ADAPTABILITY, AND COMMUNICATION SKILLS. INTERNSHIP OR ACADEMIC PROJECT EXPERIENCE IS A PLUS.

GENERAL FUNCTION OF THE POSITION

- DEVELOP AND MAINTAIN CLEAN, EFFICIENT, AND REUSABLE CODE FOR WEB APPLICATIONS.
- ASSIST IN TESTING, DEBUGGING, AND DEPLOYING APPLICATION FEATURES AND UPDATES.
- SUPPORT IN THE DEVELOPMENT OF USER INTERFACES AND BACKEND LOGIC.
- COLLABORATE WITH UI/UX DESIGNERS AND FELLOW DEVELOPERS TO MEET FUNCTIONAL AND AESTHETIC GOALS.
- PARTICIPATE IN CODE REVIEWS, TECHNICAL DISCUSSIONS, AND LEARNING SESSIONS TO IMPROVE DEVELOPMENT PRACTICES.