



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:

LIST OF REQUIREMENTS

ENTRY/TRANSFER

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 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
10. Employment Certificates
11. Valid NBI Clearance
12. PSA Birth Certificate
13. Certified true copy of Performance Rating/IPCR of the least two (2) rating periods (for govt. employees)
14. Residency/Diplomate/Fellowship Certificate (if applicable)

PROMOTION

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 in the letter)
2. Resume / CV (with passport size photo)
3. Properly accomplished Personal Data Sheet (CSC Form 212 Revised 2017)
4. Certified True Copy of Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)
5. Certified True Copy of RA 1080 (PRC Board Rating - if applicable)
- Photocopy of the following:**
6. Seminars and Trainings certificates
7. Residency/Diplomate/Fellowship Certificate (if applicable)

APPLY NOW

FROM MAY 29 – JUNE 11, 2025

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
- As per Approved MSPP Neuro Psychiatric Examination shall be required to all positions applied. Please refer to the latest NP Exam Rates by Psychological Section.



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



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : MEDICAL SPECIALIST III (PART TIME)

SERVICE : MEDICAL SERVICE

SALARY GRADE : 24

AREA OF ASSIGNMENT : PSYCHIATRY

MONTHLY SALARY : PHP 49,092.50

PLANTILLA ITEM NO.: OSEC-DOHB-MDSPT3-1-2018

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF RELEVANT SPECIALTY SOCIETY AND/OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

EXPERIENCE

THREE (3) YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE AS MEDICAL SPECIALIST II OR OTHER RELATED EXPERIENCE

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF MEDICINE)

PREFERENCE

PSYCHIATRY

GENERAL FUNCTION OF THE POSITION

- **PROVIDES TREATMENT, MANAGEMENT, AND CARE OF CASES OF PATIENTS ASSIGNED TO THE DEPARTMENT WHERE HE/SHE IS A CONSULTANT.**
- **SUPERVISES AND TRAINS PHYSICIANS UNDERGOING SPECIALTY TRAINING.**
- **PROVIDES CONSULTATION AND GUIDANCE SERVICES ON DIFFICULT, COMPLICATED AND UNUSUAL CASES.**
- **RESPONDS TO EMERGENCY CALLS, IN SPECIAL CASES, PARTICIPATES IN SCIENTIFIC AND PROFESSIONAL ACTIVITIES IN THE HOSPITAL.**
- **DEVELOPS MEDICAL PROGRAMS AND PROCEDURES FOR THE HOSPITALS SUCH AS THE DEPARTMENTS MANUAL OF PROCEDURES.**
- **CONDUCTS PERFORMANCE REVIEW AND APPRAISAL OF RESIDENTS/MEDICAL OFFICERS AND OTHER STAFF.**
- **PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.**



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : MEDICAL SPECIALIST II

SERVICE : MEDICAL SERVICE

SALARY GRADE : 23

AREA OF ASSIGNMENT : PSYCHIATRY

MONTHLY SALARY : PHP 87,315.00

PLANTILLA ITEM NO.: OSEC-DOHB-MDSP2-272-2014

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF THE RELEVANT SPECIALTY SOCIETY OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

EXPERIENCE

TWO (2) YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE AS MEDICAL SPECIALIST I OR OTHER RELATED EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF MEDICINE)

PREFERENCE

PSYCHIATRY

GENERAL FUNCTION OF THE POSITION

- PROVIDES TREATMENT, MANAGEMENT, AND CARE OF CASES OF PATIENTS ASSIGNED TO THE DEPARTMENT WHERE HE/SHE IS A CONSULTANT.
- SUPERVISES AND TRAINS PHYSICIANS UNDERGOING SPECIALTY TRAINING.
- PROVIDES CONSULTATION AND GUIDANCE SERVICES ON DIFFICULT, COMPLICATED AND UNUSUAL CASES.
- RESPONDS TO EMERGENCY CALLS, IN SPECIAL CASES, PARTICIPATES IN SCIENTIFIC AND PROFESSIONAL ACTIVITIES IN THE HOSPITAL.
- DEVELOPS MEDICAL PROGRAMS AND PROCEDURES FOR THE HOSPITALS SUCH AS THE DEPARTMENTS MANUAL OF PROCEDURES.
- CONDUCTS PERFORMANCE REVIEW AND APPRAISAL OF RESIDENTS/MEDICAL OFFICERS AND OTHER STAFF.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : MEDICAL SPECIALIST I (PART-TIME)

SERVICE : MEDICAL SERVICE

SALARY GRADE : 22

AREA OF ASSIGNMENT : PSYCHIATRY

MONTHLY SALARY : PHP 39,081.00

PLANTILLA ITEM NO.: OSEC-DOHB-MDSPT1-134-2017

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF THE RELEVANT SPECIALTY SOCIETY OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

EXPERIENCE

ONE (1) YEAR OF EXPERIENCE AS POST RESIDENCY FELLOW/SENIOR RESIDENT OR OTHER RELATED EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF MEDICINE)

PREFERENCE

PSYCHIATRY

GENERAL FUNCTION OF THE POSITION

- **RENDERS CONSULTATIVE SERVICES FOR DIFFICULT, UNUSUAL AND COMPLICATED CASES NEEDING EXPERT OPINION AND MANAGEMENT .**
- **PRESCRIBED TREATMENT PROTOCOLS ON ACUTE AND COMPLICATED CASES.**
- **SUPERVISES RESIDENT STAFF AND INITIATES PRESCRIBE CORRECTIVE MEASURES AS INDICATED.**
- **CONDUCTS TRAINING FOR MEDICAL STUDENTS, MEDICAL AND ALLIED HEALTH WORKERS, AND ADMINISTRATIVE STAFF.**
- **CONDUCTS REGULAR CLINICAL WARD ROUNDS AND SPECIALTY AND SUBSPECIALTY CLINICS.**
- **COORDINATES AND PARTICIPATES IN CLINICAL, SCIENTIFIC, CONSULTATIVE AND ADMINISTRATIVE CONFERENCES.**
- **CONDUCTS AND PARTICIPATES IN HOSPITAL RESEARCH PROJECTS.**
- **ENSURES COMPLETENESS OF RELEVANT MEDICAL DOCUMENTATION.**
- **MAINTAINS AND UPDATES PROFESSIONAL STANDING AND KNOWLEDGE IN RESPECTIVE SPECIALTY.**
- **PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.**



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 6

POSITION TITLE : MEDICAL OFFICER IV

SERVICE : MEDICAL SERVICE

SALARY GRADE : 23

AREA OF ASSIGNMENT : PSYCHIATRY

MONTHLY SALARY : PHP 87,315.00

PLANTILLA ITEM NO.:

OSEC-DOHB-MDOF4-157-2014, OSEC-DOHB-MDOF4-173-2016
OSEC-DOHB-MDOF4-350-2015, OSEC-DOHB-MDOF4-149-2016
OSEC-DOHB-MDOF4-155-2016, OSEC-DOHB-MDOF4-92-2013

CSC MINIMUM QUALIFICATION

EDUCATION

BOARD OF MEDICINE

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF MEDICINE)

PREFERENCE

PSYCHIATRY

GENERAL FUNCTION OF THE POSITION

- SUPERVISES FELLOW RESIDENT PHYSICIANS IN THE CONDUCT OF CLINICAL AND SURGICAL CARE AND SERVICES.
- PRESCRIBES MEDICINES AND TREATMENT PROCEDURES AND TECHNIQUES WITHIN HIS/HER FIELD OF SPECIFICATION
- CONDUCTS DAILY ROUNDS TO OBSERVE THE PROGRESS AND CONDITION OF THE PATIENTS
- ASSISTS THE CHIEF OF HOSPITAL, CHIEF OF CLINICS, CHIEF OF TRAINING OFFICER, AND DEPARTMENT HEADS IN THE MANAGEMENT OF HOSPITAL OPERATIONS AND PROGRAMS.
- SUPERVISES THE IMPLEMENTATION OF THE HEALTH PROGRAMS ASSIGNED TO THE UNIT
- PERFORMS MEDICAL EXAMINATIONS AND REQUEST FOR DIAGNOSTIC WORK-UPS OR LABORATORY EXAMINATIONS AS NEEDED TO DIAGNOSE AILMENTS
- GIVES MEDICAL ATTENTION TO PATIENTS ADMITTED IN CORRESPONDING SPECIALTY DEPARTMENT WHERE HE/SHE IS ASSIGNED, AND DIRECT PARTICIPATES IN THEIR TREATMENT, MANAGEMENT, AND CARE.
- CONDUCTS AND PARTICIPATES IN HOSPITALS RESEARCH PROJECT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES:

PSYCH : 10

GHS : 6

POSITION TITLE : MEDICAL OFFICER III

SERVICE : MEDICAL SERVICE

SALARY GRADE : 21

AREA OF ASSIGNMENT : PSYCHIATRY (10)
GENERAL HOSPITAL SERVICE (6)

MONTHLY SALARY : PHP 70,013.00

PLANTILLA ITEM NO.:

OSEC-DOHB-MDOF3-162-2015, OSEC-DOHB-MDOF3-182-2015, OSEC-DOHB-MDOF3-597-1998
OSEC-DOHB-MDOF3-25-2014, OSEC-DOHB-MDOF3-591-1998, OSEC-DOHB-MDOF3-619-1998
OSEC-DOHB-MDOF3-620-1998, OSEC-DOHB-MDOF3-621-1998, OSEC-DOHB-MDOF3-87-2010
OSEC-DOHB-MDOF3-126-2016, OSEC-DOHB-MDOF3-128-2016, OSEC-DOHB-MDOF3-133-2016
OSEC-DOHB-MDOF3-164-2015, OSEC-DOHB-MDOF3-176-2015, OSEC-DOHB-MDOF3-166-2015
OSEC-DOHB-MDOF3-173-2015

CSC MINIMUM QUALIFICATION

EDUCATION

BOARD OF MEDICINE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

RA 1080 (BOARD OF MEDICINE)

PREFERENCE

PSYCHIATRIC RESIDENCY TRAINING PROGRAM / INTERNAL MEDICINE

GENERAL FUNCTION OF THE POSITION

- PROVIDES APPROPRIATE DIAGNOSIS, TREATMENT, MANAGEMENT AND CARE FOR ASSIGNED AND REFERRED PATIENTS.
- PERFORMS PROCEDURES UNDER THE SUPERVISION OF A MEDICAL SPECIALIST/SUPERVISOR.
- ACCOMPLISHES RELEVANT MEDICAL DOCUMENTATION SUCH AS CLINICAL RECORDS UPON ADMISSION AND DISCHARGE OF PATIENTS, AS WELL AS MEDICAL, LEGAL, BIRTH, OR DEATH CERTIFICATES.
- PARTICIPATES IN DIDACTIC LECTURES, AND CLINICAL, SCIENTIFIC AND ADMINISTRATIVE CONFERENCES ORGANIZED BY THE DEPARTMENT OR AFFILIATED SUB-SPECIALTY UNITS.
- CONDUCTS AND PARTICIPATES IN HOSPITAL RESEARCH PROJECT WITHIN RESIDENCY TRAINING PERIOD.
- COORDINATES PATIENT CARE, ESPECIALLY DIFFICULT AND COMPLICATED CASES, WITH SUPERVISORS & ALLIED MEDICAL HEALTH TEAM.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES : 2

POSITION TITLE : PSYCHOLOGIST II

SERVICE : ANCILLARY SERVICE

AREA OF ASSIGNMENT : PSYCHOLOGICAL SECTION

PLANTILLA ITEM NO.: OSEC-DOHB-PSY2-18-1998
OSEC-DOHB-PSY2-25-1998

SALARY GRADE : 18

MONTHLY SALARY : PHP 51,304.00

CSC MINIMUM QUALIFICATION

EDUCATION

MASTER'S DEGREE IN PSYCHOLOGY

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE INVOLVING THE DELIVERY OF PSYCHOLOGICAL SERVICES

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING ON THE DELIVERY OF PSYCHOLOGICAL SERVICES WHICH INCLUDE PSYCHOLOGICAL INTERVENTIONS, PSYCHOLOGICAL ASSESSMENT AND PSYCHOLOGICAL PROGRAMS

ELIGIBILITY

RA 10029 (PSYCHOLOGIST)

GENERAL FUNCTION OF THE POSITION

- ADMINISTERS AND EVALUATES A BATTERY OF IQ TEST TO INDIVIDUALS (PSYCHIATRIC & NON-PSYCHIATRIC) TO DETERMINE THEIR INTELLECTUAL CAPACITIES.
- ADMINISTERS & EVALUATES A BATTERY OF PROJECTIVE TESTS TO INDIVIDUALS TO DETERMINE THE PERSONALITY FACETS OF THE SUBJECTS.
- PROVIDES COUNSELING TO BOTH PSYCHIATRIC AND NON-PSYCHIATRIC INDIVIDUALS.
- ASSISTS IN THE DIAGNOSIS AND MANAGEMENT OF PSYCHIATRIC TEST TO COURT CASE PATIENTS.
- MAKES ROUNDS IN WARDS AND PREPARES EVALUATION.
- ADMINISTERS AND EVALUATES TEST RESULTS FOR GUIDANCE PURPOSES.
- PARTICIPATES IN CASE CONFERENCES, CRISIS INTERVENTION AND STRESS MANAGEMENT.
- PARTICIPATES IN WOMEN AND CHILD PROTECTION ADVOCACY
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY : 1

POSITION TITLE : OCCUPATIONAL THERAPIST III

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 18

AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION

MONTHLY SALARY : PHP 51,304.00

PLANTILLA ITEM NO.: OSEC-DOHB-OT3-1-1998

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR'S DEGREE IN OCCUPATIONAL THERAPY

EXPERIENCE

TWO (2) YEARS OF RELEVANT EXPERIENCE

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF OCCUPATIONAL THERAPY)

GENERAL FUNCTION OF THE POSITION

- ASSISTS IN THE PREPARATION OF SCHEDULE OF ASSIGNMENTS OF PERSONNEL
- PERFORMS ROUNDS TO SUPERVISED UNITS
- GUIDES STAFF IN PLANNING OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- SUPERVISES WORK OF SUPERVISED PERSONNEL
- REVIEWS AND EVALUATES EXISTING PROGRAM OF SUPERVISED UNIT
- CONDUCTS MEETING OF SUPERVISED UNIT
- EVALUATES WORK PERFORMANCE OF SUPERVISED STAFF
- PARTICIPATES IN SERVICE MEETING / SEMINAR / STAFF AND CASE CONFERENCE AND SEMINARS
- GIVES ORIENTATION LECTURES TO AFFILIATING STUDENTS, LAY GROUPS AND VISITORS
- COORDINATES WITH INTER-DEPARTMENT PERTAINING TO TREATMENT AND REHABILITATION PROGRAM
- DOES OTHER DUTIES AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES : 3

POSITION TITLE : OCCUPATIONAL THERAPIST II

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 15

AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION

MONTHLY SALARY : PHP 40,208.00

PLANTILLA ITEM NO.: OSEC-DOHB-OT2-4-1998, OSEC-DOHB-OT2-9-2024
OSEC-DOHB-OT2-10-2024

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR'S DEGREE IN OCCUPATIONAL THERAPY

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF OCCUPATIONAL THERAPY)

GENERAL FUNCTION OF THE POSITION

- PLANS AND PREPARES OCCUPATIONAL THERAPY PROGRAM ACTIVITIES.
- PERFORMS ROUNDS TO SUPERVISED UNITS
- IMPLEMENTS PLANNED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- EVALUATES IMPLEMENTED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- PREPARES AND SUBMITS EVALUATION OF REFERRED PATIENTS
- EVALUATES REFERRED PATIENTS FOR OCCUPATIONAL THERAPY
- EVALUATES AND RATE WORK PERFORMANCE OF SUPERVISES STAFF.
- MAINTAINS ADEQUATE SUPPLIES, MATERIALS AND EQUIPMENT.
- ATTEND/PARTICIPATES IN SERVICE TRAINING/ STAFF AND CASE CONFERENCE SEMINARS, JOURNAL MEETINGS AND CRAFT DEMO.
- MAINTAIN COORDINATION WITH INTERDEPARTMENT/ AGENCY PERTAINING TO REHABILITATION AND TREATMENT PROGRAMS.
- PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERIORS.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES : 6

POSITION TITLE : OCCUPATIONAL THERAPIST I

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 11

AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION

MONTHLY SALARY : PHP 30,024.00

PLANTILLA ITEM NO.:

OSEC-DOHB-OTI-3-1998, OSEC-DOHB-OTI-4-1998

OSEC-DOHB-OTI-6-1998, OSEC-DOHB-OTI-7-1998

OSEC-DOHB-OTI-8-1998, OSEC-DOHB-OTI-9-1998

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR'S DEGREE IN OCCUPATIONAL THERAPY

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

RA 1080 (BOARD OF OCCUPATIONAL THERAPY)

GENERAL FUNCTION OF THE POSITION

- PLANS AND PREPARES OCCUPATIONAL THERAPY PROGRAM ACTIVITIES.
- EVALUATES REFERRED PATIENTS FOR OCCUPATIONAL THERAPY
- IMPLEMENTS PLANNED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- EVALUATES IMPLEMENTED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- PREPARES AND SUBMITS EVALUATION OF REFERRED PATIENTS
- PREPARES AND SUBMITS REPORTS OF ACCOMPLISHMENT OF UNIT
- MAINTAINS ADEQUATE SUPPLIES, MATERIALS, AND EQUIPMENT
- ATTENDS AND PARTICIPATES IN STAFF MEETINGS, IN-SERVICE TRAINING, CASE CONFERENCES, SEMINARS, JOURNAL MEETINGS, AND CRAFT DEMONSTRATIONS.
- MAINTAINS COORDINATION WITH INTER-DEPARTMENT/AGENCY PERTAINING TO REHABILITATION AND TREATMENT PROGRAMS.
- DISSEMINATES AND IMPLEMENTS HOSPITAL ORDERS, CIRCULARS, OFFICE MEMOS, AND OTHER PERTINENT COMMUNICATIONS.
- PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERIORS.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES : 6

POSITION TITLE : MEDICAL TECHNOLOGIST I

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 11

AREA OF ASSIGNMENT : ANATOMICAL LABORATORY SECTION/
CLINICAL LABORATORY SECTION

MONTHLY SALARY : PHP 30,024.00

PLANTILLA ITEM NO.:

OSEC-DOHB-MDTK1-12-2024, OSEC-DOHB-MDTK1-13-2024

OSEC-DOHB-MDTK1-14-2024, OSEC-DOHB-MDTK1-15-2024

OSEC-DOHB-MDTK1-16-2024, OSEC-DOHB-MDTK1-17-2024

CSC 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 (BOARD OF 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 LABORATORY EXAMINATION BY FOLLOWING THE STANDARD OPERATING PROCEDURE.
- ASSIST IN PERFORMING QUALITY ASSURANCE CHECKS BY RUNNING QUALITY CONTROLS BEFORE RUNNING TESTS.
- OPERATES AND MAINTAINS LABORATORY EQUIPMENT ACCORDING TO PRESCRIBED PROCEDURES.
- PERFORMS ROUTINE CHECKS ON APPARATUS AND EQUIPMENT.
- SUPPORTS IN THE PERFORMANCE OF PHLEBOTOMY AND PERFORMS OTHER SAMPLE COLLECTION BY ADHERING TO PROPER PROCEDURES.
- MONITORS THE IMPLEMENTATION OF PROPER WASTE SEGREGATION THRU PROPER CHECKING OF WASTE COLLECTED.
- ASSIST THE SENIOR MEDICAL TECHNOLOGIST IN PREPARING MONTHLY CENSUS AND REPORTS BY ACCOUNTING AND RECORDING ALL TESTS DONE.
- COLLATES AND FILES LABORATORY RECORDS.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES : 3

POSITION TITLE : MEDICAL LABORATORY TECHNICIAN III

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 10

**AREA OF ASSIGNMENT : ANATOMICAL LABORATORY SECTION/
CLINICAL LABORATORY SECTION**

MONTHLY SALARY : PHP 25,586.00

PLANTILLA ITEM NO.:

OSEC-DOHB-MLAB3-239-2014, OSEC-DOHB-MLAB3-52-2016
OSEC-DOHB-MLAB3-28-2015

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF A COURSE OF ATLEAST FOUR (4) YEARS LEADING TO BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH

EXPERIENCE

TWO (2) YEARS OF RELEVANT EXPERIENCE

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (MEDICAL LABORATORY TECHNICIAN)

GENERAL FUNCTION OF THE POSITION

- **PERFORMS VARIOUS LABORATORY TESTS SUCH AS HEMATOLOGY, FECALYSIS, URINALYSIS AS WELL AS CHEMICAL/ BACTERIOLOGICAL OF FOOD, DRUG AND COSMETICS AND / OR AUTOPSY OF EXPERIMENTAL ANIMALS.**
- **CONDUCT LABORATORY ANALYSIS RESEARCH.**
- **MONITORS THE ACTIVITIES INVOLVED FOR LABORATORY ANALYSIS SUCH AS THE PREPERATION OF CHEMICAL REGEANTS AND OTHER MEDIA AND MICROSCOPIC EXAMINATION OF SPECIMENS.**
- **TRAINS STAFF ON LABORATORY EQUIPMENT OPERATION AND LABORATORY ANALYSIS RESEARCH.**
- **MONITORS THE CLEANLINESS AND UP KEEP OF LABORATORY EQUIPMENT AND AREA.**
- **REVIEWS AND ENSURES ACCURACY OF LABORATORY RESULTS PRIOR TO RELEASE.**
- **OPERATES, MAINTAINS AND CALIBRATES LABORATORY APPARATUS AND EQUIPMENT ACCORDING TO PRESCRIBED TECHNIQUES; ENSURES SAFEKEEPING AND PROPER UTILIZATION OF EQUIPMENT AND SUPPLIES.**
- **OBSERVES PROPER BIOHAZARD WASTE DISPOSAL.**
- **PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.**



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY : 1

POSITION TITLE : NURSE V

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 20

PLANTILLA ITEM NO.: OSEC-DOHB-NURS5-7-1998

MONTHLY SALARY : PHP 62,967.00

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR OF SCIENCE IN NURSING

EXPERIENCE

TWO (2) YEAR OF RELEVANT EXPERIENCE

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF NURSING)

GENERAL FUNCTION OF THE POSITION

- **DEVELOPS PLANS AND DETERMINES RESOURCES NEEDED FOR ORIENTATION, TRAINING AND AFFILIATION PROGRAMS OF NURSING PERSONNEL, STUDENT AFFILIATES.**
- **ORGANIZES AND IMPLEMENTS AFFILIATION AND TRAINING PROGRAMS THROUGH SCREENING, TEACHING, MENTORING AND OTHER TRAINING METHODS.**
- **COLLABORATES WITH STAFF NURSES, INSTRUCTORS, CLINICAL INSTRUCTORS, TRAINING PROGRAM COORDINATORS AND OTHER HEALTH PERSONNEL IN THE IMPLEMENTATION OF TRAINING.**
- **MONITORS THE PERFORMANCE OF STUDENT NURSES AND INITIATES REGULAR COMMUNICATION WITH THEM AND THE ACADEME.**
- **PERFORMS RESEARCH STUDIES TO IMPROVE THE TRAINING PROGRAMS**
- **MONITORS PRE AND POST TRAINING ACTIVITIES SUCH S PREPARATION OF MANUALS., EVALUATION REPORTS, CONTRACTS AND BILLING DOCUMENTATION.**
- **ORIENTS CLINICAL INSTRUCTORS, STUDENT AFFILIATES AND NEW EMPLOYEES OR RELATED INFORMATION IN THE NURSING SERVICE.**
- **PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.**



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY : 1

POSITION TITLE : NURSE III

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 17

PLANTILLA ITEM NO.: OSEC-DOHB-NURS3-159-2013

MONTHLY SALARY : PHP 47,247.00

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR OF SCIENCE IN NURSING

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF NURSING)

GENERAL FUNCTION OF THE POSITION

- **COLLABORATES WITH THE ASSISTANT CHIEF NURSE IN DEVELOPING APPLICABLE POLICIES, PROCEDURES AND STANDARDS FOR THE IMPROVEMENT OF PATIENT CARE.**
- **SUPERVISES AND MONITORS THE QUALITY OF NURSING SERVICES AGAINST PRESCRIBED STANDARDS IN THE ADMINISTRATION OF POLICIES BY CONDUCTING PERIODIC NURSING SERVICE AUDITS AND SOLICITING PATIENT FEEDBACK.**
- **MONITORS PERFORMANCE OF STAFF BY DETERMINING PERFORMANCE EFFICIENCY RATINGS AND REVIEWING WITH THEM PROCEDURES AND TECHNIQUES IN SERVICE DELIVERY.**
- **COLLABORATES WITH OTHER DEPARTMENTS OF THE HOSPITAL TO ALIGN NURSING ACTIVITIES WITH OTHER SERVICES.**
- **CONDUCTS RESEARCHES AND STUDIES TO IDENTIFY OPPORTUNITIES TO IMPROVE THE NURSING SERVICE.**
- **MONITORS THE ADEQUACY AND MAINTENANCE OF MEDICAL SUPPLIES AND EQUIPMENT.**
- **CHECKS IMPORTANT DOCUMENTS SUCH AS DAILY TIME RECORDS OF PERSONNEL AND PATIENT HOSPITAL RECORDS FOR COMPLETENESS AND ACCURACY; AND CONSOLIDATES WEEKLY, MONTHLY AND QUARTERLY REPORTS OF HOSPITAL OUTPUT.**
- **PARTICIPATES IN DIFFERENT NURSING COMMITTEES WHEN NECESSARY.**
- **PERFORMS OTHER TASKS OR FUNCTIONS AS MAY BE ASSIGNED.**



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 2

POSITION TITLE : NURSE II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 16

PLANTILLA ITEM NO.: OSEC-DOHB-NURS2-224-2021
OSEC-DOHB-NURS2-2056-2021

MONTHLY SALARY : PHP 43,560.00

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR OF SCIENCE IN NURSING

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF NURSING)

GENERAL FUNCTION OF THE POSITION

- PERFORMS AND MONITORS PATIENT CARE AND OTHER NURSING ACTIVITIES SUCH AS CONDUCTING ROUNDS, SOLICITING PATIENT FEEDBACK, ADMINISTERING MEDICATIONS, AND REPORTING UNUSUAL SYMPTOMS.
- MONITORS AND EVALUATES THEIR PERFORMANCE OF STAFF NURSES AND OTHER NON-PROFESSIONAL STAFF IN PROVIDING PATIENT CARE AND ORGANIZES WORK SCHEDULES TO MAXIMIZE DEVELOPMENT.
- ORIENTS STAFF, NURSING STUDENTS, PATIENTS, AND THEIR FAMILIES IN RELATED AREAS SUCH AS PHILOSOPHY, OBJECTIVES, AND POLICIES OF THE HOSPITAL/NURSING SERVICE AND OTHER HEALTH INFORMATION.
- MONITORS THE INVENTORY AND MAINTENANCE OF SUPPLIES, EQUIPMENT, AND FACILITIES TO PROVIDE APPROPRIATE SERVICE AND A HEALTHY PHYSICAL ENVIRONMENT.
- PERFORMS ADMINISTRATIVE DUTIES, SUCH AS PREPARING REPORTS AND SCHEDULES OF ASSIGNMENTS
- PERFORMS DIRECT NURSING CARE PROCEDURES, WHICH INCLUDE BEDSIDE NURSING, HYGIENE, PRE AND POST-OPERATIVE NURSING CARE, AS WELL OF ADMISSION AND DISCHARGE DUTIES WHEN NECESSARY.
- LIAISES BETWEEN NURSES, PATIENTS, MEMBERS OF THE HEALTH TEAM, AND OTHER UNITS TO COORDINATE FUNCTIONS AND PROVIDE A HEALTHY SOCIAL ENVIRONMENT.
- MENTORS' STUDENT NURSES AND MONITORS THEIR DEVELOPMENT BY PREPARING PROGRAMS/ASSIGNMENTS WITH THE CLINICAL INSTRUCTORS AND EVALUATING PERFORMANCE.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 3

POSITION TITLE : NURSE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-NUR1-161-2020

MONTHLY SALARY : P 40,208.00

OSEC-DOHB-NUR1-70-2020

OSEC-DOHB-NUR1-105-2020

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR OF SCIENCE IN NURSING

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

RA 1080 (BOARD OF NURSING)

GENERAL FUNCTION OF THE POSITION

- PERFORMS DIRECT NURSING CARE PROCEDURES, WHICH INCLUDE BEDSIDE NURSING, HYGIENE, PRE- AND POST-OPERATIVE NURSING CARE, AS WELL
- AS ADMISSION AND DISCHARGE DUTIES.
- ADMINISTERS MEDICATION.
- OBSERVES, RECORDS AND REPORTS PATIENT'S SYMPTOMS, CONDITIONS, AND PROGRESS OF TREATMENT AND THERAPY.
- PREPARES PATIENTS FOR, AND ASSISTS PHYSICIANS WITH, DIAGNOSTIC AND THERAPEUTIC PROCEDURES FOR BOTH NORMAL & SPECIALIZED TREATMENT CASES.
- OPERATES DIAGNOSTICS MACHINES.
- MAINTAINS RECORDS REFLECTING PATIENT CONDITION, MEDICATION, AND TREATMENT.
- COORDINATES WITH OTHER SECTIONS IN THE HOSPITAL REGARDING PATIENT CAREER.
- ASSISTS IN THE EDUCATION AND REHABILITATION OF PATIENTS AND THEIR FAMILIES IN RELATION TO PHYSICAL AND MENTAL HEALTH.
- SETS UP TREATMENT TRAYS, PREPARES INSTRUMENTS AND EQUIPMENT, AND ENSURES ADEQUATE MEDICAL OR HOSPITALS SUPPLIES AND AVAILABILITY OF PROPER EQUIPMENT AND INSTRUMENTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 2

POSITION TITLE : MIDWIFE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 9

PLANTILLA ITEM NO.: OSEC-DOHB-MDWF1-61-2016
OSEC-DOHB-MDWF1-66-2016

MONTHLY SALARY : PHP 23,226.00

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF MIDWIFERY COURSE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

RA 1080 (BOARD OF MIDWIFERY)

GENERAL FUNCTION OF THE POSITION

- ATTENDS AND ASSISTS NORMAL DELIVERIES INCLUDING MINOR SURGERIES.
- PROVIDE BASIC AND INTENSIVE PRE-NATAL AND POST NATAL NURSING CARE PROCEDURES TO INFANT AND THEIR MOTHERS.
- RENDERS BASIC PHYSICAL EXAMINATION PROCEDURES ON BABIES AND MOTHERS.
- CARES FOR AND ASSISTS THE MOTHER DURING LABOR AND TO MONITOR THE FETUS-IN-UTERO BY APPROPRIATE CLINICAL AND TECHNICAL MEANS.
- ASSISTS THE NURSE IN PREPARING THE PATIENT FOR SURGERY; PREPARES SUPPLIES AND EQUIPMENT; AND ENSURES THE CLINELINESS AND STERILITY OF SURGICAL INSTRUMENTS.
- GIVES ADVICE ON THE NECESSARY EXAMINATION FOR THE EARLIEST POSSIBLE DIAGNOSIS OF PREGNANCIES AT RISK.
- ASSISTS PATIENTS IN LABOR ROOM , RECOVERY AND DELIVERY ROOM.
- MONITORS INVENTORY AND MAINTENANCE OF SUPPLIES AND EQUIPMENT.
- EDUCATES AND COUNSELS WOMEN ON REPRODUCTIVE HEALTH AND FAMILY PLANNING.
- PERFORMS OTHER DUTIES AS MAY ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 3

POSITION TITLE : NURSING ATTENDANT II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 6

PLANTILLA ITEM NO.: OSEC-DOHB-NATT2-168-1998
OSEC-DOHB-NATT2-187-1998
OSEC-DOHB-NATT2-279-1998

MONTHLY SALARY : PHP 18,957.00

CSC MINIMUM QUALIFICATION

EDUCATION

ELEMENTARY SCHOOL GRADUATE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

NONE REQUIRED/MC # 10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- TAKES THE 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 PATIENTS CALLS
- BRINGS SPECIMENS TO LABORATORY
- RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED
- REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY SECTION
- MAINTAINS CLEANLINESS OF EQUIPMENT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY : 1

POSITION TITLE : NURSING ATTENDANT I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-NATT1-575-1998

MONTHLY SALARY : PHP 16,833.00

CSC MINIMUM QUALIFICATION

EDUCATION

ELEMENTARY SCHOOL GRADUATE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

NONE REQUIRED/MC # 10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- TAKES THE 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 PATIENTS CALLS
 - BRINGS SPECIMENS TO LABORATORY
 - RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED
 - REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY SECTION
 - MAINTAINS CLEANLINESS OF EQUIPMENT
 - PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.
-



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE OFFICER III

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 14

AREA OF ASSIGNMENT : HUMAN RESOURCE MANAGEMENT OFFICE

MONTHLY SALARY : PHP 37,024.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADOF3-16-2024

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR'S DEGREE RELEVANT TO THE JOB

EXPERIENCE

FOUR (4) HOURS OF RELEVANT TRAINING

TRAINING

ONE (1) YEAR OF RELEVANT EXPERIENCE

ELIGIBILITY

CAREER SERVICE PROFESSIONAL/ 2ND LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- MAINTAINING AND MANAGING RECORDS, DATABASES, AND FILES.
 - ACCOMPLISHES AND SUBMITS PERIODIC REPORTS OF ACTIVITIES AND ACCOMPLISHMENT.
 - HANDLING INCOMING AND OUTGOING COMMUNICATIONS.
 - REVIEWS AND RECOMMENDS WAYS TO STANDARDIZE ADMINISTRATIVE OPERATING PROCEDURES AND IMPROVE SERVICES..
 - ENSURING COMPLIANCE WITH RELEVANT LAWS AND REGULATIONS.
 - COORDINATING WITH OTHER DEPARTMENTS AND INDIVIDUALS.
 - ASSISTS IN THE CONDUCT OF PLANNING/REVIEW ACTIVITIES.
 - ANALYZING DATA AND PREPARING REPORTS.
 - PERFORMING OTHER DUTIES AS ASSIGNED.
-



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 4

POSITION TITLE : ADMINISTRATIVE OFFICER I

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 10

AREA OF ASSIGNMENT : HOPSS (3)
HRMO (1)

MONTHLY SALARY : PHP 25,586.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADOF1-25-2024, OSEC-DOHB-ADOF1-26-2024,
OSEC-DOHB-ADOF1-27-2024, OSEC-DOHB-ADOF1-28-2024

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELORS DEGREE RELEVANT TO THE JOB

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

CS PROFESSIONAL/ 2ND LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- EFFECTIVE MONITORING OF COMMUNICATIONS AND PROCESS FLOW FOR ACTION TO APPROPRIATE UNIT OR OFFICE AFTER ENDORSEMENT BY THE MEDICAL CENTER
- SUPERVISES ADMINISTRATIVE ASSISTANTS ASSIGNED AT THE OFFICE OF THE MEDICAL CENTER CHIEF.
- MONITORS THE COMPLETENESS AND ACCURACY OF PERFORMANCE DATA IN THE OPCR.
- PREPARES AND DRAFTS ORDERS/ MEMORANDA, AS WELL AS OTHER OFFICE COMMUNICATIONS.
- REVIEWS AND RECOMMENDS WAYS TO STANDARDIZE ADMINISTRATIVE OPERATING PROCEDURES AND IMPROVE SERVICES.
- ACCOMPLISHES AND SUBMITS PERIODIC REPORTS OF ACTIVITIES AND ACCOMPLISHMENT.
- ASSISTS IN COORDINATING ADMINISTRATIVE SERVICES FUNCTIONS
- PERFORMS OTHER RELATED DUTIES AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 2

POSITION TITLE : ADMINISTRATIVE ASSISTANT III

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 9

AREA OF ASSIGNMENT : HOPSS (1)
HRMO (1)

MONTHLY SALARY : PHP 23,226.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADAS3-33-2024
OSEC-DOHB-ADAS3-34-2024

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF TWO (2) YEARS OF STUDIES IN COLLEGE OR HIGHSCHOOL
GRADUATE W/ RELEVANT VOCATIONAL/TRADE COURSE

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

CS SUB PROFESSIONAL/1ST LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- PREPARES ROUTINE 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.
 - COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
 - PROCESS INCOMING DOCUMENTS UPON RECEIPTS
 - PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
 - PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED
-



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 6

AREA OF ASSIGNMENT : HOPSS

MONTHLY SALARY : PHP 18,957.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADA6-257-2004

CSC MINIMUM QUALIFICATION

EDUCATION

ELEMENTARY SCHOOL GRADUATE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

NONE REQUIRED/ MC#10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
- PROCESS INCOMING DOCUMENTS UPON RECEIPTS
- INSPECTS BUILDING EQUIPMENT, FACILITIES, AND SURROUNDING AREAS AND DETERMINES REPAIR WORK NEEDS.
- PLANS AND SUPERVISES GARDENERS AND LABORERS IN THE CARE OF GARDEN AND GROUNDS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES : 2

POSITION TITLE : ADMINISTRATIVE AIDE IV (CLERK II)

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 4

AREA OF ASSIGNMENT : PUBLIC HEALTH UNIT
CENTER FOR WELLNESS

MONTHLY SALARY : PHP 16,833.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADA4-366-2004
OSCE-DOHB-ADA4-376-2004

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF TWO (2) YEARS OF STUDIES IN COLLEGE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

CS SUB- PROFESSIONAL/ 1ST LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- PREPARES ROUTINE 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.
 - COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
 - PROCESS INCOMING DOCUMENTS UPON RECEIPTS
 - PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
 - PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED
-



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 4

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 3

AREA OF ASSIGNMENT : PAVILION 3 -ADMIN (1)
HRMO (1)
HOPSS (2)

MONTHLY SALARY : PHP 15,852.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-471-2004, OSEC-DOHB-ADA3-517-2004
OSEC-DOHB-ADA3-526-2004, OSEC-DOHB-ADA3-550-2004

CSC MINIMUM QUALIFICATION

EDUCATION

MUST BE ABLE TO READ AND WRITE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

NONE REQUIRED/ MC#10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- PERFORMS CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING PHONE CALLS.
- RECEIVING AND RELEASING OF RELEVANT DOCUMENTS
- MOPS AND SCRUBS FLOORS AND WALLS OF THE SECTION.
- MAINTAINS THE CLEANLINESS OF THE SECTION
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 3

POSITION TITLE : ADMINISTRATIVE AIDE I

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 1

AREA OF ASSIGNMENT : FEMS (2)
SANITATION SECTION (1)

MONTHLY SALARY : PHP 14,061.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADA1-538-2004
OSEC-DOHB-ADA1-541-2004
OSEC-DOHB-ADA1-569-2004

CSC MINIMUM QUALIFICATION

EDUCATION

MUST BE ABLE TO READ AND WRITE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

NONE REQUIRED

GENERAL FUNCTION OF THE POSITION

- REGISTERS ALL QUEUED ADULT SERVICE USERS TO HOSPITAL OUT PATIENT EMR (HOPE) SYSTEM
- REGISTRATION OF OUT-PATIENT FOR ELECTRONIC MEDICAL RECORD CONSULTATION
- RECEIVING AND RELEASING OF RELEVANT DOCUMENTS
- MOPS AND SCRUBS FLOORS AND WALLS OF THE SECTION.
- PERFORMS CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING PHONE CALLS.
- OBSERVES GENERAL CLEANLINESS OF THE OFFICES AND BUILDINGS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : SEAMSTRESS

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 2

AREA OF ASSIGNMENT : LAUNDRY AND LINEN SECTION

MONTHLY SALARY : PHP 14,925.00

PLANTILLA ITEM NO.: OSEC-DOHB-SEAM-21-1998

CSC MINIMUM QUALIFICATION

EDUCATION

MUST BE ABLE TO READ AND WRITE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

NONE REQUIRED/ MC # 10 S. 2013,CAT III

GENERAL FUNCTION OF THE POSITION

- MEASURES AND CUTS CLOTH ACCORDING TO PATTERN.
- SEWS PIECES TOGETHER TO MAKE PANTS, POLO SHIRTS, GOWN, CAPS, CAMISAS, DRESSES, OR ROMPERS.
- MENDS OR REPAIRS WORN-OUT GARMENTS, AND CUTS HOSPITAL LINEN.
- SIGNS CLEARANCE AND DISPENSES CLEAN LINEN.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : ACCOUNTANT II

SERVICE : FINANCE SERVICE

SALARY GRADE : 16

AREA OF ASSIGNMENT : ACCOUNTING SECTION

MONTHLY SALARY : PHP 43,560.00

PLANTILLA ITEM NO.: OSEC-DOHB-A2-15-1998

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (CERTIFIED PUBLIC ACCOUNTANT)

GENERAL FUNCTION OF THE POSITION

- PREPARES FINANCIAL REPORTS FOR THE COMMISSION ON AUDIT (COA), DEPARTMENT OF BUDGET AND MANAGEMENT (DBM), NATIONAL GOVERNMENT AGENCIES (NGAS).
 - PREPARES PERIODIC MANAGEMENT AND ADMINISTRATIVE REPORTS.
 - CERTIFIES BUDGET AND ACCOUNTING-RELATED DOCUMENTS SUCH AS DISBURSEMENT VOUCHERS.
 - MANAGES ARCHIVING AND ACCOUNTING OF DOCUMENTS, FINANCIAL STATEMENTS AND BOOK OF ACCOUNTS.
 - ATTENDS TO ROUTINE ADMINISTRATIVE MATTERS.
 - PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.
 - PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.
-



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : ACCOUNTANT I

SERVICE : FINANCE SERVICE

SALARY GRADE : 12

AREA OF ASSIGNMENT : ACCOUNTING SECTION

MONTHLY SALARY : PHP 32,245.00

PLANTILLA ITEM NO.: OSEC-DOHB-A1-1-1999

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (CERTIFIED PUBLIC ACCOUNTANT)

GENERAL FUNCTION OF THE POSITION

- PREPARES FINANCIAL REPORTS FOR THE COMMISSION ON AUDIT (COA), DEPARTMENT OF BUDGET AND MANAGEMENT (DBM), NATIONAL GOVERNMENT AGENCIES (NGAS).
- PREPARES PERIODIC MANAGEMENT AND ADMINISTRATIVE REPORTS.
- CERTIFIES BUDGET AND ACCOUNTING-RELATED DOCUMENTS SUCH AS DISBURSEMENT VOUCHERS.
- MANAGES ARCHIVING AND ACCOUNTING OF DOCUMENTS, FINANCIAL STATEMENTS AND BOOK OF ACCOUNTS.
- ATTENDS TO ROUTINE ADMINISTRATIVE MATTERS.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : SECURITY GUARD III

SERVICE : HOSPITAL OPERATION AND SUPPORT SERVICE

SALARY GRADE : 8

AREA OF ASSIGNMENT : SECURITY SECTION

MONTHLY SALARY : PHP 21,448.00

PLANTILLA ITEM NO.: OSEC-DOHB-SECG3-8-1998

CSC MINIMUM QUALIFICATION

EDUCATION

HIGH SCHOOL GRADUATE

EXPERIENCE

FOUR (4) HOURS OF RELEVANT TRAINING

TRAINING

ONE (1) YEAR OF RELEVANT EXPERIENCE

ELIGIBILITY

SECURITY GUARD LICENSE/ MC # 10 S. 2013 CAT. IV

GENERAL FUNCTION OF THE POSITION

- **SUPERVISES SECURITY PERSONNEL, ASSIGNS WORK SCHEDULES AND CONDUCTS PERIODIC INSPECTION OF DUTIES AND POSTS.**
 - **PARTICIPATES IN THE SAFEGUARD AND PROTECTION OF BUILDINGS, PROPERTIES, CASH, EQUIPMENT, SUPPLIES, FIREARMS, MAILS AND SIMILAR ITEMS AGAINST ROBBERY, THEFT, PILFERAGE, FIRE, VANDALISM, DAMAGE, AND OTHER SIMILAR HAZARDS.**
 - **PREPARES, SUBMITS AND MAINTAINS DAILY REPORTS OF SECURITY RELATED INCIDENCE, WORK POSTS AND PATROLS.**
 - **CONDUCTS PRELIMINARY INVESTIGATION OF DISTURBANCE AND INFRACTION OF HOSPITAL RULES AND REGULATIONS**
 - **PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.**
-



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY: 1

POSITION TITLE : MEDICAL EQUIPMENT TECHNICIAN II

SERVICE : HOSPITAL OPERATION AND SUPPORT SERVICE

SALARY GRADE : 8

AREA OF ASSIGNMENT : FACILITIES & EQUIPMENT
MAINTENANCE SECTION

MONTHLY SALARY : PHP 21,448.00

PLANTILLA ITEM NO.: OSEC-DOHB-MEQT2-35-2024, OSEC-DOHB-MEQT2-36-2024
OSEC-DOHB-MEQT2-37-2024, OSEC-DOHB-MEQT2-38-2024
OSEC-DOHB-MEQT2-39-2024

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF RELEVANT TWO (2) YEARS STUDIES IN COLLEGE OR COMPLETION OF RELEVANT MEDICAL LABORATORY TECHNICIAN COURSE

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

MEDICAL EQUIPMENT TECHNICIAN (MC NO, 10, S. 2013 – CAT. II)

GENERAL FUNCTION OF THE POSITION

- INSPECT AND TEST MALFUNCTIONING MEDICAL AND RELATED EQUIPMENT FOLLOWING MANUFACTURERS' SPECIFICATIONS, USING TEST AND ANALYSIS INSTRUMENTS.
- EXAMINE MEDICAL EQUIPMENT AND FACILITY'S STRUCTURAL ENVIRONMENT AND CHECK FOR PROPER USE OF EQUIPMENT, TO PROTECT PATIENTS AND STAFF FROM ELECTRICAL OR MECHANICAL HAZARDS AND TO ENSURE COMPLIANCE WITH SAFETY REGULATIONS.
- DISASSEMBLE MALFUNCTIONING EQUIPMENT AND REMOVE, REPAIR AND REPLACE DEFECTIVE PARTS SUCH AS MOTORS, CLUTCHES OR TRANSFORMERS.
- KEEP RECORDS OF MAINTENANCE, REPAIR, AND REQUIRED UPDATES OF EQUIPMENT.
- PERFORM PREVENTIVE MAINTENANCE OR SERVICE SUCH AS CLEANING, LUBRICATING AND ADJUSTING EQUIPMENT.
- TEST AND CALIBRATE COMPONENTS AND EQUIPMENT FOLLOWING MANUFACTURERS' MANUALS AND TROUBLESHOOTING TECHNIQUES, USING HAND TOOLS, POWER TOOLS AND MEASURING DEVICES.
- EXPLAIN AND DEMONSTRATE CORRECT OPERATION AND PREVENTIVE MAINTENANCE OF MEDICAL EQUIPMENT TO PERSONNEL.
- STUDY TECHNICAL MANUALS AND ATTEND TRAINING SESSIONS PROVIDED BY EQUIPMENT MANUFACTURERS TO MAINTAIN CURRENT KNOWLEDGE.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.