



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 **Mr. 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



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](mailto:rspau@ncmh.gov.ph)

## APPLY NOW

**FROM AUGUST 12 TO 15, 2025**

Contract Start Date: August 20, 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



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## CONTRACT OF SERVICE

NO. OF VACANCY: 1

### POSITION TITLE: SOCIAL WELFARE OFFICER I

SERVICE/SECTION: ANCILLARY – MEDICAL SOCIAL SERVICE

MONTHLY SALARY : P28,512.00

#### 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: PSYCHOLOGIST I

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.



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## CONTRACT OF SERVICE

NO. OF VACANCY : 4

## 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)
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### 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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## CONTRACT OF SERVICE

### POSITION TITLE: ARCHITECT I

NO. OF VACANCY: 1

SERVICE/SECTION: PLANNING AND DEVELOPMENT SECTION

MONTHLY SALARY: P30,705.00

#### Minimum Qualification

- EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
- EXPERIENCE: NONE REQUIRED
- TRAINING: NONE REQUIRED
- ELIGIBILITY: RA 1080 (ARCHITECT I)
- PREFERENCE: AT LEAST 1 YEAR EXPERIENCE IN DESIGN, PROJECT MANAGEMENT, 4 HRS./YEAR IN ARCHITECTURAL PRACTICES/THEMES

#### GENERAL FUNCTION OF THE POSITION

- DEMONSTRATES EXPERT-LEVEL SKILLS IN CAD SOFTWARE AND RENDERING PROGRAMS TO SUPPORT COMPREHENSIVE PROJECT VISUALIZATION.
- ENSURES ADHERENCE TO THE NATIONAL BUILDING CODE AND INTEGRATES BEST PRACTICES AND STANDARDS ACROSS ALL PHASES OF DESIGN AND IMPLEMENTATION.
- DRIVES TIMELY ACHIEVEMENT OF PROJECT MILESTONES AND SECTION DELIVERABLES, APPLYING STRATEGIC PLANNING AND MONITORING TECHNIQUES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

## CONTRACT OF SERVICE

NO. OF VACANCY: 1

### POSITION TITLE: ADMINISTRATIVE ASSISTANT II (JUNIOR ARCHITECT)

SERVICE/SECTION: PLANNING AND DEVELOPMENT SECTION

MONTHLY SALARY: P20,534.00

#### Minimum Qualification

- EDUCATION: COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE
- EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE (DRAFTING, SITE VISITS, CAD WORK, INTERNSHIP)
- TRAINING: (4) HOURS OF RELEVANT TRAINING
- ELIGIBILITY: CSC SUB-PROFESSIONAL/ 1ST LEVEL
- PREFERENCE: BACHELOR'S DEGREE IN ARCHITECTURE

#### GENERAL FUNCTION OF THE POSITION

- PROFICIENT IN CAD SOFTWARE AND OTHER RENDERING PROGRAMS.
- FAMILIAR WITH VARIOUS STANDARDS OF BUILDING CODE.
- CAPABLE OF WORKING COLLABORATIVELY.
- ASSISTS THE OFFICE WITH NETWORKING AND LINKAGES ACTIVITIES WITHIN THE SECTION.
- COORDINATES WITH OTHER STAKEHOLDERS INVOLVED IN THE PROJECT.
- ENSURES TIMELY COMPLETION OF THE SECTION'S MILESTONE
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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# CONTRACT OF SERVICE

## POSITION TITLE: UI/UX DESIGNER

NO. OF VACANCY: 1

SERVICE/SECTION: IHOMP

MONTHLY SALARY : P33,000.00

### Minimum Qualification

- **EDUCATION:** BACHELOR'S DEGREE IN GRAPHIC DESIGN, HUMAN-COMPUTER INTERACTION, OR A RELATED FIELD.
- **EXPERIENCE:** MINIMUM OF 2 YEARS OF EXPERIENCE IN UI/UX DESIGN. PROFICIENT IN TOOLS SUCH AS FIGMA, ADOBE XD, SKETCH, OR SIMILAR DESIGN SOFTWARE. STRONG PORTFOLIO THAT DEMONSTRATES EXPERIENCE IN USER-CENTERED DESIGN AND DESIGN THINKING. BASIC KNOWLEDGE OF HTML/CSS IS AN ADVANTAGE.
- **TRAINING:** NONE REQUIRED
- **ELIGIBILITY:** NONE REQUIRED

### GENERAL FUNCTION OF THE POSITION

- DESIGN WIREFRAMES, MOCKUPS, AND INTERACTIVE PROTOTYPES FOR APPLICATIONS.
- CONDUCT USER RESEARCH, USABILITY TESTING, AND GATHER FEEDBACK TO ENHANCE FUNCTIONALITY AND OVERALL EXPERIENCE.
- COLLABORATE WITH DEVELOPERS TO TRANSLATE UI/UX REQUIREMENTS INTO FUNCTIONAL CODE AND INTERFACES.
- ENSURE COMPLIANCE WITH ACCESSIBILITY AND USABILITY STANDARDS.
- MAINTAIN A CONSISTENT VISUAL IDENTITY AND DESIGN SYSTEM ACROSS PLATFORMS AND DEVICES



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## 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.



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## 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.





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## CONTRACT OF SERVICE

NO. OF VACANCY: 2

### 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.