



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. Valid NBI Clearance
 8. College/High School Diploma (if college undergraduate, photocopy of Transcript of Records)
 9. Transcript of Records
 10. Seminars and Trainings certificates
 11. Employment Certificates
 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)
 15. COVID-19 Vaccination Card and/or Booster Card

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
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 8. Residency/Diplomate/Fellowship Certificate (if applicable)
 9. COVID-19 Vaccination Card and/or Booster Card

APPLY NOW

FROM JANUARY 20 – 31, 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/index.php/jobs> or send your application at rspau@ncmh.gov.ph



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

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NO. OF VACANCIES: 4

POSITION TITLE : MEDICAL OFFICER IV

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO.: OSEC-DOHB-MDOF4-170-2016
OSEC-DOHB-MDOF4-183-2016
OSEC-DOHB-MDOF4-189-2016
OSEC-DOHB-MDOF4-370-2015

MONTHLY SALARY : P 83,659.00

CSC MINIMUM QUALIFICATION

EDUCATION DOCTOR OF MEDICINE

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY RA 1080 (BOARD OF MEDICINE)

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



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NO. OF VACANCIES: 18

POSITION TITLE : MEDICAL OFFICER III

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 21

PLANTILLA ITEM NO.: OSEC-DOHB-MDOF3-129-2016, OSEC-DOHB-MDOF3-177-2015
OSEC-DOHB-MDOF3-595-1998, OSEC-DOHB-MDOF3-126-2016
OSEC-DOHB-MDOF3-128-2016, OSEC-DOHB-MDOF3-133-2016
OSEC-DOHB-MDOF3-164-2015, OSEC-DOHB-MDOF3-166-2015
OSEC-DOHB-MDOF3-176-2015, OSEC-DOHB-MDOF3-99-2016
OSEC-DOHB-MDOF3-106-2016, OSEC-DOHB-MDOF3-109-2016
OSEC-DOHB-MDOF3-114-2016, OSEC-DOHB-MDOF3-123-2016
OSEC-DOHB-MDOF3-140-2015, OSEC-DOHB-MDOF3-147-2015
OSEC-DOHB-MDOF3-156-2015, OSEC-DOHB-MDOF3-161-2015

MONTHLY SALARY : P 67,005.00

CSC MINIMUM QUALIFICATION

EDUCATION DOCTOR OF MEDICINE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY RA 1080 (BOARD OF 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.



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NO. OF VACANCIES : 6

POSITION TITLE : **PSYCHOLOGIST II**

SERVICE/SECTION : PSYCHOLOGICAL SECTION

SALARY GRADE : 18

**PLANTILLA ITEM NO.: OSEC-DOHB-PSY2-12-1998, OSEC-DOHB-PSY2-17-1998
OSEC-DOHB-PSY2-18-1998, OSEC-DOHB-PSY2-23-1998
OSEC-DOHB-PSY2-24-1998, OSEC-DOHB-PSY2-25-1998**

MONTHLY SALARY : P 49,015.00

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 (BOARD OF 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.**
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NO. OF VACANCY : 1

POSITION TITLE : OCCUPATIONAL THERAPIST II

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-OT2-4-1998

MONTHLY SALARY : P 38,413.00

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.

NO. OF VACANCIES : 3

POSITION TITLE : OCCUPATIONAL THERAPIST I

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 11

PLANTILLA ITEM NO.: OSEC-DOHB-OT1-3-1998, OSEC-DOHB-OT1-4-1998
OSEC-DOHB-OT1-6-1998 MONTHLY SALARY : P 28,512.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELORS 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.



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NO. OF VACANCIES : 6

POSITION TITLE : NURSE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-NUR1-758-1998, OSEC-DOHB-NUR1-762-1998
OSEC-DOHB-NUR1-75-2020, OSEC-DOHB-NUR1-248-2020
OSEC-DOHB-NUR1-869-1998, OSEC-DOHB-NUR1-940-1998

MONTHLY SALARY : P 38,413.00

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 AND 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.

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 : P 22,219.00

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.



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NO. OF VACANCIES : 4

POSITION TITLE : NURSING ATTENDANT I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-NATTI-663-1998, OSEC-DOHB-NATTI-427-1998
OSEC-DOHB-NATTI-500-1998, OSEC-DOHB-NATTI-533-1998

MONTHLY SALARY : P 16,209.00

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.

NO. OF VACANCY : 1

POSITION TITLE : COMPUTER MAINTENANCE TECHNOLOGIST III

SERVICE/SECTION : HOPSS/IHOMP

SALARY GRADE : 17

PLANTILLA ITEM NO.: OSEC-DOHB-CTMT3-15-2013

MONTHLY SALARY : P 45,138.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR'S DEGREE RELEVANT TO THE JOB

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY CS PROFESSIONAL/2ND LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- ENSURES THAT THE BASIC TEST EQUIPMENT IS IN GOOD WORKING CONDITION
- MANAGES THE REPAIR SERVICES TO BE OUTSOURCED IN CASE OF BREAKDOWN.
- FILES DOCUMENTS RECORDING OPERATIONAL STATUS OF THE SERVERS AND NETWORK SYSTEMS,
- ASSISTS IN THE PREPARATION OF INCIDENT REPORTS IN CASE OF TECHNICAL AND SYSTEMS BREAKDOWN.
- ASSISTS IN ORGANIZING AND SCHEDULING PREVENTIVE MAINTENANCE ACTIVITIES.
- ASSISTS IN THE PREPARATION OF TERMS OF REFERENCE AS BASIS FOR OUTSOURCING EITHER PREVENTIVE MAINTENANCE OR REPAIR SERVICES AND OPERATIONAL STATUS REPORTS OF THE SERVERS AND NETWORK SYSTEMS
- PERFORMS OTHER FUNCTIONS AS MAY BE ASSIGNED.



REPUBLIC OF THE PHILIPPINES
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NO. OF VACANCY : 1

POSITION TITLE : COMPUTER MAINTENANCE TECHNOLOGIST II

SERVICE/SECTION : HOPSS/IHOMP

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-CTMT2-24-2013

MONTHLY SALARY : P 38,413.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR'S DEGREE RELEVANT TO THE JOB

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY CS PROFESSIONAL/2ND LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- ENSURES THAT BASIC TEST EQUIPMENT ARE IN GOOD WORKING CONDITION.
- MANAGES THE REPAIR SERVICES TO BE OUTSOURCED IN CASE OF BREAKDOWN.
- FILES DOCUMENTS RECORDING OPERATIONAL STATUS OF THE SERVERS AND NETWORK SYSTEMS.
- ASSISTS IN THE PREPARATION OF INCIDENT REPORTS IN CASE OF TECHNICAL AND SYSTEMS BREAKDOWN.
- ASSISTS IN ORGANIZING AND SCHEDULING PREVENTIVE MAINTENANCE ACTIVITIES.
- ASSISTS IN THE PREPARATION OF TERMS OF REFERENCE AS BASIS FOR OUTSOURCING EITHER PREVENTIVE MAINTENANCE OR REPAIR SERVICES AND OPERATIONAL STATUS REPORTS OF THE SERVERS AND NETWORK SYSTEMS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : ADMINISTRATIVE ASSISTANT I

SERVICE/SECTION : HOPSS/HRMO

SALARY GRADE : 7

PLANTILLA ITEM NO.: OSEC-DOHB-ADAS1-126-2013

MONTHLY SALARY : P 18,620.00

CSC MINIMUM QUALIFICATION

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

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 OFFICIALS COMMUNICATIONS AND REPORTS. ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTION.
- COMPLIES 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.



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NO. OF VACANCY: 1

POSITION TITLE : ACCOUNTANT II

SERVICE/SECTION : FINANCE SERVICE

SALARY GRADE : 16

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

MONTHLY SALARY : P 41,616.00

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.