



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)
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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 APRIL 28 – MAY 12, 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](mailto:rspau@ncmh.gov.ph)



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NO. OF VACANCIES

PSYCH : 1

GHS : 1

POSITION TITLE : MEDICAL SPECIALIST IV

SERVICE : MEDICAL SERVICE

SALARY GRADE : 25

AREA OF ASSIGNMENT : PSYCHIATRY (1),  
GENERAL HOSPITAL SERVICE (1).

MONTHLY SALARY : P 111,727.00

PLANTILLA ITEM NO.: OSEC-DOHB-MDSP4-57-2013,  
OSEC- DOHB-MDSP4-278-2014

## 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

4 YEARS OF EXPERIENCE IN PLANNING, ORGANIZING, DIRECTING, COORDINATING AND SUPERVISING VARIOUS ACTIVITIES OF A STAFF INVOLVED IN THE PRACTICE OF MEDICINE

### TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

### ELIGIBILITY

RA 1080 ( BOARD OF MEDICINE)

### PREFERENCE

GENERAL PSYCHIATRY/ADMINISTRATIVE PSYCHIATRY, GENERAL MEDICINE

## GENERAL FUNCTION OF THE POSITION

- PLANS AND CONDUCTS TRAINING ACTIVITIES WITH OTHER DEPARTMENTS, HANDLES LOGISTICS AND MATERIALS PREPARATION AND EVALUATES TRAINING PROGRAMS FOR FURTHER IMPROVEMENT.
- ORIENTS EMPLOYEES ON THE HOSPITAL POLICIES AND ROUTINES AND PROMOTES EFFICIENCY THROUGH INSTRUCTION IN SUPERVISORY METHODS AND PROPER JOB PERFORMANCE.
- COLLABORATES, COORDINATES, AND NETWORKS DEPARTMENT ACTIVITIES.
- REVIEWS, VALIDATES, AND FINALIZES PROGRAM AND PROJECTS REPORTS.
- PLANS AND PARTICIPATES IN INTERNS' AND RESIDENT' TRAINING.
- SUPERVISES HEALTH PERSONNEL WITHIN THE DEPARTMENT.
- ANALYZES AND EVALUATES STATISTICAL REPORTS RELEVANT TO PROGRAM TASKS AND MAKES APPROPRIATE RECOMMENDATIONS.
- ACTS AS TECHNICAL RESOURCE FOR SPECIFIC HEALTH PROGRAMS.
- RENDERS CONSULTATION SERVICES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.





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NO. OF VACANCY: 1

## POSITION TITLE : MEDICAL SPECIALIST III (PART TIME)

SERVICE : MEDICAL SERVICE

SALARY GRADE : 24

AREA OF ASSIGNMENT : PSYCHIATRY

MONTHLY SALARY : P 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

SUBSPECIALTY IN PSYCHIATRY (CL,CHILD & ADOLESCENT, GENERAL PSYCHIATRY AS FACULTY) OR SUBSPECIALTY IN NEUROLOGY (PEDIATRIC NEURO OR DEVELOPMENTAL PEDIA)

### 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.



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NO. OF VACANCIES: 9

## POSITION TITLE : MEDICAL OFFICER IV

SERVICE : MEDICAL SERVICE

SALARY GRADE : 23

AREA OF ASSIGNMENT : PSYCHIATRY

MONTHLY SALARY : P 87,315.00

PLANTILLA ITEM NO.:

OSEC-DOHB-MDOF4-173-2016 , OSEC-DOHB-MDOF4-350-2015

OSEC-DOHB-MDOF4-154-2016 , OSEC-DOHB-MDOF4-149-2016

OSEC-DOHB-MDOF4-182-2016 , OSEC-DOHB-MDOF4-155-2016

OSEC-DOHB-MDOF4-183-2016 , OSEC-DOHB-MDOF4-92-2013

OSEC-DOHB-MDOF4-104-2013 ,

### 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



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NO. OF VACANCIES:

PSYCH : 9

GHS : 6

**POSITION TITLE : MEDICAL OFFICER III**

**SERVICE : MEDICAL SERVICE**

**SALARY GRADE : 21**

**AREA OF ASSIGNMENT : PSYCHIATRY (9)  
GENERAL HOSPITAL SERVICE (6)**

**MONTHLY SALARY : P 70,013.00**

**PLANTILLA ITEM NO.:**

OSEC-DOHB-MDOF3-597-1998, OSEC-DOHB-MDOF3-591-1998, OSEC-DOHB-MDOF3-164-2015  
OSEC-DOHB-MDOF3-25-2014, OSEC-DOHB-MDOF3-619-1998, OSEC-DOHB-MDOF3-176-2015  
OSEC-DOHB-MDOF3-620-1998, OSEC-DOHB-MDOF3-621-1998, OSEC-DOHB-MDOF3-99-2016  
OSEC-DOHB-MDOF3-87-2010, OSEC-DOHB-MDOF3-126-2016, OSEC-DOHB-MDOF3-166-2015  
OSEC-DOHB-MDOF3-128-2016, OSEC-DOHB-MDOF3-133-2016, 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.





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**NO. OF VACANCIES : 2**

## **POSITION TITLE : PSYCHOLOGIST II**

**SERVICE : ANCILLARY SERVICE**

**AREA OF ASSIGNMENT : PSYCHOLOGICAL SECTION**

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

**SALARY GRADE : 18**

**MONTHLY SALARY : P 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.**



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NO. OF VACANCY : 1

## POSITION TITLE : DENTIST I

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 14

AREA OF ASSIGNMENT : DENTAL SECTION

MONTHLY SALARY : P 37,024.00

PLANTILLA ITEM NO.: OSEC-DOHB-DENT1-1-1998

### CSC MINIMUM QUALIFICATION

#### EDUCATION

DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY

#### EXPERIENCE

NONE REQUIRED

#### TRAINING

NONE REQUIRED

#### ELIGIBILITY

RA 1080 (BOARD OF DENTISTRY)

### GENERAL FUNCTION OF THE POSITION

- PERFORMS PREVENTIVE, DIAGNOSTIC AND CURATIVE DENTAL HEALTH CARE SERVICES WITHIN THE LIMITS OF THE AVAILABLE FACILITIES.
- REFERS PATIENTS TO THE PHYSICIAN FOR MEDICAL CARE OR ADVICE OR TO OTHER UNITS FOR SECONDARY LEVEL CARE.
- ENSURES THE CLEANLINES AND ORDERLINESS OF DENTAL CLINIC, EQUIPMENT AND THE ADEQUATE SUPPLY OF DENTAL MATERIALS.
- INTEGRATES DENTAL HEALTH SERVICES WITHIN THE OVERALL ACTIVITIES OF THE HEALTH UNIT IN THE DELIVERY OF PRIMARY HEALTH CARE.
- MAINTAINS RECORDS OF PATIENT EXAMINATION AND TREATMENTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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**NO. OF VACANCY : 1**

## **POSITION TITLE : OCCUPATIONAL THERAPIST III**

**SERVICE : ANCILLARY SERVICE**

**SALARY GRADE : 18**

**AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION**

**MONTHLY SALARY : P 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.**





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NO. OF VACANCY : 1

## POSITION TITLE : OCCUPATIONAL THERAPIST II

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 15

AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION

MONTHLY SALARY : P 40,208.00

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

### 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.



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NO. OF VACANCIES : 6

## POSITION TITLE : OCCUPATIONAL THERAPIST I

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 11

AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION

MONTHLY SALARY : P 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.



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**NO. OF VACANCY : 1**

## **POSITION TITLE : OCCUPATIONAL THERAPY TECHNICIAN I**

**SERVICE : ANCILLARY SERVICE**

**SALARY GRADE : 6**

**AREA OF ASSIGNMENT : ACTIVITY THERAPY SECTION**

**MONTHLY SALARY : P 18,957.00**

**PLANTILLA ITEM NO.: OSEC-DOHB-OTT1-31-1998**

### **CSC MINIMUM QUALIFICATION**

#### **EDUCATION**

**COMPLETION OF TWO (2) YEARS STUDIES IN COLLEGE**

#### **EXPERIENCE**

**NONE REQUIRED**

#### **TRAINING**

**NONE REQUIRED**

#### **ELIGIBILITY**

**CS SUB-PROFESSIONAL / FIRST LEVEL ELIGIBILITY**

### **GENERAL FUNCTION OF THE POSITION**

- **OBSERVES, EVALUATES AND CONDUCTS STRUCTURED ACTIVITIES FOR PATIENTS.**
  - **ATTEND WARD ROUNDS, EVALUATES AND COORDINATES WITH MEDICAL AND PARAMEDICAL GROUP FOR CLIENTS TO TAKE TREATMENT PROGRAMS.**
  - **PLANS AND SCHEDULES THERAPEUTIC ACTIVITIES FOR PATIENTS.**
  - **ORIENTS STUDENT AFFILIATES, NURSES AND OTHER GROUPS REGARDING REHABILITATION.**
  - **PREPARES REQUIRED REPORTS.**
  - **PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.**
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NO. OF VACANCIES : 5

## POSITION TITLE : MEDICAL LABORATORY TECHNICIAN III

SERVICE : ANCILLARY SERVICE

SALARY GRADE : 10

AREA OF ASSIGNMENT : ANATOMICAL LABORATORY SECTION/  
CLINICAL LABORATORY SECTION

MONTHLY SALARY : P 25,586.00

PLANTILLA ITEM NO.:

OSEC-DOHB-MLAB3-235-2014, OSEC-DOHB-MLAB3-29-2015

OSEC-DOHB-MLAB3-239-2014, OSEC-DOHB-MLAB3-30-2015

OSEC-DOHB-MLAB3-52-2016

### 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.



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**NO. OF VACANCY : 1**

## **POSITION TITLE : RADIOLOGIC TECHNOLOGIST I**

**SERVICE : ANCILLARY SERVICE**

**SALARY GRADE : 11**

**AREA OF ASSIGNMENT : RADIOLOGY SECTION**

**MONTHLY SALARY : P 30,024.00**

**PLANTILLA ITEM NO.: OSEC-DOHB-RT1-215-2014**

### **CSC MINIMUM QUALIFICATION**

#### **EDUCATION**

**BACHELOR OF SCIENCE IN RADIOLOGIC TECHNOLOGY**

#### **EXPERIENCE**

**NONE REQUIRED**

#### **TRAINING**

**NONE REQUIRED**

#### **ELIGIBILITY**

**RA 1080 (BOARD OF RADIOLOGIC TECHNOLOGY)**

### **GENERAL FUNCTION OF THE POSITION**

- **PREPARES AND POSITIONS PATIENTS TO BE X-RAYED.**
  - **GIVES DRIED FILM TO PHYSICIAN FOR READING AND INTERPRETATION.**
  - **MAINTAINS X-RAY MACHINE TO KEEP IT IN GOOD OPERATING CONDITIONS.**
  - **STORES X-RAY FILM PROPERLY.**
  - **PREPARES SOLUTIONS FOR DEVELOPING X-RAY FILM, AND DEVELOPS FILM BY EXPOSING, RINSING AND HANGING TO DRY.**
  - **MAINTAINS RECORDS OF REQUISITION AND RECEIVES SUPPLIES.**
  - **PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.**
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**NO. OF VACANCIES: 2**

## POSITION TITLE : NURSE II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 16

PLANTILLA ITEM NO.: OSEC-DOHB-NURS2-2049-2021  
OSEC-DOHB-NURS2-2059-2021

MONTHLY SALARY : P 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.





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NO. OF VACANCIES: 19

## POSITION TITLE : NURSE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 15

PLANTILLA ITEM NO.:

MONTHLY SALARY : P 40,208.00

OSEC-DOHB-NUR1-733-1998, OSEC-DOHB-NUR1-841-1998  
OSEC-DOHB-NUR1-946-1998, OSEC-DOHB-NUR1-153-2020  
OSEC-DOHB-NUR1-271-2020, OSEC-DOHB-NUR1-763-1998  
OSEC-DOHB-NUR1-786-1998, OSEC-DOHB-NUR1-814-1998  
OSEC-DOHB-NUR1-828-1998, OSEC-DOHB-NUR1-863-1998  
OSEC-DOHB-NUR1-884-1998, OSEC-DOHB-NUR1-897-1998  
OSEC-DOHB-NUR1-902-1998, OSEC-DOHB-NUR1-58-2020  
OSEC-DOHB-NUR1-83-2020, OSEC-DOHB-NUR1-95-2020  
OSEC-DOHB-NUR1-116-2020, OSEC-DOHB-NUR1-267-2020  
OSEC-DOHB-NUR1-280-2020

## 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.



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NO. OF VACANCIES: 2

## POSITION TITLE : NURSING ATTENDANT II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 6

PLANTILLA ITEM NO.:

MONTHLY SALARY : P 18,957.00

OSEC-DOHB-NATT2-293-1998

OSEC-DOHB-NATT2-202-1998

### 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.
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NO. OF VACANCIES: 2

## POSITION TITLE : NURSING ATTENDANT I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-NATT1-718-1998  
OSEC-DOHB-NATT1-454-1998

MONTHLY SALARY : P 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.
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NO. OF VACANCIES: 2

## POSITION TITLE : ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)

SERVICE : HOSPITAL OPERATION AND PATIENT SUPPORT SERVICE

SALARY GRADE : 6

AREA OF ASSIGNMENT : PAVILION -ADMIN

MONTHLY SALARY : P 18,957.00

PLANTILLA ITEM NO.: OSEC-DOHB-ADA6-298-2004  
OSEC-DOHB-ADA6-261-2004

### 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



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NO. OF VACANCY: 1

## POSITION TITLE : ACCOUNTANT II

SERVICE : FINANCE SERVICE

SALARY GRADE : 16

AREA OF ASSIGNMENT : ACCOUNTING SECTION

MONTHLY SALARY : P 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.
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NO. OF VACANCY: 1

## POSITION TITLE : ACCOUNTANT I

SERVICE : FINANCE SERVICE

SALARY GRADE : 12

AREA OF ASSIGNMENT : ACCOUNTING SECTION

MONTHLY SALARY : P 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.





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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 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.



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NO. OF VACANCY: 1

## POSITION TITLE : SECURITY GUARD I

SERVICE : HOSPITAL OPERATION AND SUPPORT SERVICE

SALARY GRADE : 3

AREA OF ASSIGNMENT : SECURITY SECTION

MONTHLY SALARY : P 15,852.00

PLANTILLA ITEM NO.: OSEC-DOHB-SECG1-69-1998

### CSC MINIMUM QUALIFICATION

#### EDUCATION

HIGH SCHOOL GRADUATE

#### EXPERIENCE

NONE REQUIRED

#### TRAINING

NONE REQUIRED

#### ELIGIBILITY

SECURITY GUARD LICENSE (MC #10S.2013,CAT IV)

### GENERAL FUNCTION OF THE POSITION

- SAFEGUARDS AND PROTECTS BUILDINGS,PROPERTIES, CASH, EQUIPMENT,SUPPLIES, FIREARMS ,MAILS AND SIMILAR ITEMS AGAINST ROBBERY ,THEFT PILFERAGE,FIRE,VANDALISM,DAMAGE, AND OTHER SIMILAR HAZARDS
- MAINTAINS RECORDS OF INCOMING AND OUTGOING VISITORS AND VEHICLES, AND INSPECTS EQUIPMENTS OR SUPPLIES BEING UNLOADED OR LOADED
- ACCOSTS SUSPICIOUS PERSONS AND REPORTS UNUSUAL HAPPENINGS AND ACCIDENTS, AND MAINTAINS PEACE AND ORDER WITHIN THE VICINITY
- INSPECTS THE PREMISES,COMPOUNDS,SHOPS,BODEGAS, AND MOTOR POOLS FROM UN LAWFUL ENTRY REPORTS PERSONS AND VEHICLES ENTERING AND LEAVING PREMISES AND SEARCHES THEM FOR CONTRABANDS,PROHIBITED ARTICLES AND STOLEN PROPERTIES
- ESCORTS PAY MASTER OR CASHIER AND GOVERNMENT OFFICIALS TO THEIR DESTINATION
- CONDUCTS PRELIMINARY INVESTIGATION OF DISTURBANCE AND INFRACTION OF HOSPITAL RULES AND REGULATIONS
- PERFORMS GARRISON AND TOWER GUARD DUTIES
- PERFORMS OTHER RELATED FUNCTIONS AS MAYBE ASSIGNED