



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

APPLY NOW

FROM FEBRUARY 20- MARCH 6, 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

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCY : 1

POSITION TITLE : MEDICAL SPECIALIST II

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY /MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO. : OSEC-DOHB-MDSP2-139-1998

MONTHLY SALARY : P 87,315.00

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)

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.

NO. OF VACANCY : 1

**POSITION TITLE : MEDICAL SPECIALIST II
(PART-TIME)**

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY /MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO. : OSEC-DOHB-MDSPP2-230-2017

MONTHLY SALARY : P 43,657.50

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)

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: 12

POSITION TITLE : MEDICAL OFFICER IV

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY/ MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO.: OSEC-DOHB-MDOF4-154-2016, OSEC-DOHB-MDOF4-182-2016
OSEC-DOHB-MDOF4-170-2016, OSEC-DOHB-MDOF4-183-2016
OSEC-DOHB-MDOF4-384-2015, OSEC-DOHB-MDOF4-189-2016
OSEC-DOHB-MDOF4-370-2015, OSEC-DOHB-MDOF4-104-2013
OSEC-DOHB-MDOF4-367-2015, OSEC-DOHB-MDOF4-337-2015
OSEC-DOHB-MDOF4-353-2015, OSEC-DOHB-MDOF4-381-2015

MONTHLY SALARY : P 87,315.00

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)

PREFERENCE GRADUATE OF PSYCHIATRIC RESIDENCY TRAINING PROGRAM

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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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

NATIONAL CENTER FOR MENTAL HEALTH



NO. OF VACANCIES: 15

POSITION TITLE : MEDICAL OFFICER III

SPECIFIC AREA/DEPARTMENT : PSYCHIATRY / MEDICAL SERVICE

SALARY GRADE : 21

MONTHLY SALARY : P 70,013.00

PLANTILLA ITEM NO.: 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-MDOF3-99-2016
OSEC-DOHB-MDOF3-166-2015, OSEC-DOHB-MDOF3-129-2016
OSEC-DOHB-MDOF3-177-2015, OSEC-DOHB-MDOF3-595-1998
OSEC-DOHB-MDOF3-152-2015

CSC MINIMUM QUALIFICATION

EDUCATION DOCTOR OF MEDICINE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY RA 1080 (BOARD OF MEDICINE)

PREFERENCE PSYCHIATRIC RESIDENCY TRAINING PROGRAM

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
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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 40,208.00

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 30,024.00

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 VACANCY : 1

POSITION TITLE : MEDICAL TECHNOLOGIST II

SERVICE/SECTION : ANATOMIC/CLINICAL LABORATORY SECTION

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-MDTK2-12-2016

MONTHLY SALARY : P 40,208.00

CSC MINIMUM QUALIFICATION

EDUCATION	BACHELOR'S DEGREE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH
EXPERIENCE	ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING	FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY	RA 1080 (BOARD OF MEDICAL TECHNOLOGY)

GENERAL FUNCTION OF THE POSITION

- ATTENDS TO REFERRAL OF DIFFICULT SAMPLE COLLECTION IN PERFORMING PHLEBOTOMY AND OTHER SAMPLE COLLECTION PROCEDURES.
- MONITORS THE IMPLEMENTATION OF POLICIES ON PROPER RECEIPT OF LABORATORY REQUEST AND SAMPLES
- PERFORMS LABORATORY TESTING IN SPECIALIZED UNIT THRU APPLICATION OF IMMUNOLOGIC, BACTERIOLOGIC AND MICROSCOPIC TECHNIQUES
- PERFORMS QUALITY ASSURANCE CHECKS BY RUNNING QUALITY CONTROLS BEFORE RUNNING OF TESTS.
- MAINTAINS LABORATORY EQUIPMENT BY PERFORMING DAILY MAINTENANCE AND CALIBRATION
- ASSISTS THE JUNIOR MEDICAL TECHNOLOGIST BY TEACHING DETAILED LABORATORY PROCEDURES IN THE UNIT ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : MEDICAL LABORATORY TECHNICIAN III

SERVICE/SECTION : ANATOMICAL/CLINICAL LABORATORY SECTION

SALARY GRADE : 10

PLANTILLA ITEM NO.: OSEC-DOHB-MLAB3-28-2015

MONTHLY SALARY : P 25,586.00

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 : LABORATORY AIDE II

SERVICE/SECTION : ANATOMICAL/ CLINICAL LABORATORY SECTION

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-LABA2-4-2014

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

- CLEANS AND STERILIZES SLIDES, TEST TUBES, SYRINGES, INSTRUMENTS AND OTHER LABORATORY GLASSWARE AND EQUIPMENT.
- KEEPS LABORATORY ROOM AND PREMISES CLEAN AND ORDERLY.
- LABELS SPECIMENS AND PREPARES SIMPLE CULTURE MEDIA, COLLECTS AND RECEIVES SPECIMENS AND PREPARES STAINS AND MOUNTS THEM FOR EXAMINATION.
- RECORDS AND RELEASES STOOL, URINE AND BLOOD SAMPLE.
- PERFORMS WEEKLY AND MONTHLY INVENTORY AND REQUISITION OF STOCKS.
- ASSISTS MEDICAL TECHNOLOGIST IN PROCESSING, RECORDING AND RELEASING RESULTS OF LABORATORY TESTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

POSITION TITLE : COOK I

SERVICE/SECTION : ANCILLARY/NDS

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-COK1-38-1998

MONTHLY SALARY : P 15,352.00

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

- PREPARES AND COOKS FOOD AS INSTRUCTED.
- MONITORS SERVICE WORKERS IN FOOD PREPARATION.
- MAINTAINS SAFETY AND CLEANLINESS STANDARDS IN ALL AREAS.
- ASSISTS IN INVENTORY OF KITCHEN SUPPLIES AND PROPER STORAGE OF LEFTOVERS.
- PREPARES DAILY STORE ROOM REQUISITION NEEDED FOR THE PREPARATION OF MEALS.
- ASSISTS THE SUPERVISOR IN THE DIRECTION AND SUPERVISION OVER KITCHEN AND MESS HALL PERSONNEL.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY : 1

POSITION TITLE : NURSE II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 16

PLANTILLA ITEM NO.: OSEC-DOHB-NURS2-268-2021

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.

NO. OF VACANCIES : 4

POSITION TITLE : NURSE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-NUR1-171-2020, OSEC-DOHB-NUR1-719-1998
OSEC-DOHB-NUR1-189-2020, OSEC-DOHB-NUR1-70-2020

MONTHLY SALARY : P 40,208.00

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 & 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 : MIDWIFE I

SERVICE/SECTION : NURSING SERVICE

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

SALARY GRADE : 9

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.

NO. OF VACANCIES : 2

POSITION TITLE : NURSING ATTENDANT II

SERVICE/SECTION : NURSING SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-NATT2-293-1998, OSEC-DOHB-NATT2-202-1998

SALARY GRADE : 6

MONTHLY SALARY : P 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.



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NO. OF VACANCIES : 11

POSITION TITLE : NURSING ATTENDANT I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-NATTI-491-1998, OSEC-DOHB-NATTI-548-1998
OSEC-DOHB-NATTI-552-1998, OSEC-DOHB-NATTI-706-1998
OSEC-DOHB-NATTI-280-1998, OSEC-DOHB-NATTI-327-1998
OSEC-DOHB-NATTI-363-1998, OSEC-DOHB-NATTI-682-1998
OSEC-DOHB-NATTI-695-1998, OSEC-DOHB-NATTI-427-1998,
OSEC-DOHB-NATTI-500-1998

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 VACANCY: 1

POSITION TITLE : ENGINEER II

SERVICE/SECTION : HOPSS/FEMS

SALARY GRADE : 16

PLANTILLA ITEM NO.: OSEC-DOHB-ENG2-29-1998

MONTHLY SALARY : P 43,560.00

CSC MINIMUM QUALIFICATION

EDUCATION BACELOS DEGREE IN ENGINEERING RELEVANT TO THE JOB

EXPERIENCE ONE (1) YEARS OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY RA 1080 (BOARD OF ENGINEERING)

GENERAL FUNCTION OF THE POSITION

- PROPOSES PLANS AND ESTIMATES INFRACTRUCTURE PROJECTS INCLUDING LAY OUT AND SPECIFICATIONS FOR EXPANSION
- OVERSEAS PROJECT IMPLEMENTATION
- SCHEDULES AND MONITORS THE MAINTENANCE OF HOSPITAL EQUIPMENT, BUILDING AND GROUNDS, INCLUDING FUNCTIONALITY OF EMERGENCY FACILITIES AND EQUIPMENT.
- PREPARES AND SUBMITS REQUIRED PROJECT REPORT AND ADMINISTRATIVE DOCUMENTS.
- PREPARES/MONITORS RECORDS AND LOGS THE REQUISITIONS AND SPECIFICATIONS FOR EQUIPMENT AND SUPPLIES.
- PERFORMS OTHER DUTIES AS MAYBE ASSIGNED.

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 43,560.00

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.



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NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE/SECTION : HOPSS/PAVILION I - ADMIN UNIT

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-476-2004

MONTHLY SALARY : P 15,852.00

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.

NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE/SECTION : HOPSS/HIMS

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-509-2004

MONTHLY SALARY : P 15,852.00

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.



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NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE/SECTION : HOPSS/PAVILION 2- OPS CHILD

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-537-2004

MONTHLY SALARY : P 15,852.00

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.

NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE/SECTION : HOPSS/PUBLIC HEALTH UNIT

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-448-2004

MONTHLY SALARY : P 15,852.00

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.



NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE/SECTION : HOPSS/CAMARIN EXTENSION
PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-506-2004

SALARY GRADE : 3
MONTHLY SALARY : P 15,852.00

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.

NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE I

SERVICE/SECTION : HOPSS/MATERIAL MANAGEMENT SECTION
PLANTILLA ITEM NO.: OSEC-DOHB-ADA1-662-2004

SALARY GRADE : 1
MONTHLY SALARY : P 14,061.00

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

- 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.
- OBSERVES GENERAL CLEANLINESS OF THE OFFICES AND BUILDINGS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE I

SERVICE/SECTION : HOPSS/CLAIMS UNIT

PLANTILLA ITEM NO.: OSEC-DOHB-ADA1-593-2004

SALARY GRADE : 1

MONTHLY SALARY : P 14,061.00

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

- 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.
- OBSERVES GENERAL CLEANLINESS OF THE OFFICES AND BUILDINGS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE I

SERVICE/SECTION : HOPSS/PAVILION 2-OPS

PLANTILLA ITEM NO.: OSEC-DOHB-ADA1-681-2004

SALARY GRADE : 1

MONTHLY SALARY : P 14,061.00

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

- 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.
- OBSERVES GENERAL CLEANLINESS OF THE OFFICES AND BUILDINGS
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

POSITION TITLE : TAILOR

SERVICE/SECTION : LAUNDRY AND LINEN SECTION

SALARY GRADE : 3

PLANTILLA ITEM NO.: OSEC-DOHB-TLR-2-1998

MONTHLY SALARY : P 15,852.00

CSC MINIMUM QUALIFICATION

EDUCATION ELEMENTARY GRADUATE OR COMPLETION OF RELEVANT VOCATION / TRADE COURSE

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.
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