



# National Center for Mental Health

October 18, 2021

## NOTICE OF VACANCIES

POSITION	SALARY GRADE	NO. OF VACANCY/IES	CSC MINIMUM QUALIFICATION			
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
MEDICAL SERVICE						
MEDICAL SPECIALIST IV (Dept. of Psychiatry)	25	3	Doctor of Medicine	4 years of relevant experience	16 hours of relevant training	RA 1080
MEDICAL SPECIALIST III (Dept. of Psychiatry)	24	2	Doctor of Medicine	3 years of relevant experience	12 hours of relevant training	RA 1080
MEDICAL SPECIALIST III (Part-time)	24	5	Doctor of Medicine	3 years of relevant experience	12 hours of relevant training	RA 1080
MEDICAL SPECIALIST II	23	5	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
MEDICAL SPECIALIST II (Part-time)	23	4	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080
MEDICAL SPECIALIST I	22	6	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
MEDICAL SPECIALIST I (Part-time)	22	1	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
MEDICAL OFFICER IV	23	15	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
MEDICAL OFFICER III	21	77	Doctor of Medicine	None required	None required	RA 1080
ANCILLARY SERVICE						
SOCIAL WELFARE OFFICER III	18	1	Bachelor's Degree in Social Service	2 years of relevant experience	8 hours of relevant training	RA 1080
OCCUPATIONAL THERAPIST III	18	2	Bachelor's Degree in Occupational Therapy	2 years of relevant experience	8 hours of relevant training	RA 1080
MEDICAL TECHNOLOGIST III	18	2	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	2 years of relevant experience	8 hours of relevant training	RA 1080
CHAPLAIN	16	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional
PSYCHOLOGIST II	15	2	Bachelor's degree in Psychology	1 year of relevant experience	8 hours of relevant training	RA 1080
MEDICAL EQUIPMENT TECHNICIAN IV	13	1	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	3 years of relevant experience	16 hours of relevant training	Equipment Technician

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MEDICAL EQUIPMENT TECHNICIAN III	11	1	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	2 years of relevant experience	8 hours of relevant training	Equipment Technician
OCCUPATIONAL THERAPIST I	11	4	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080
MEDICAL TECHNOLOGIST I	11	1	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080
MEDICAL LABORATORY TECHNICIAN III	10	3	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	2 years of relevant experience	8 hours of relevant training	RA 1080
ASSISTANT STATISTICIAN	9	1	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional
MEDICAL LABORATORY TECHNICIAN II	8	2	Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	1 year of relevant experience	4 hours of relevant training	RA 1080
MEDICAL EQUIPMENT TECHNICIAN II	8	3	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	1 year of relevant experience	4 hours of relevant training	Equipment Technician
OCCUPATIONAL THERAPY TECHNICIAN II	8	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional
SOCIAL WELFARE ASSISTANT	8	3	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional
MEDICAL EQUIPMENT TECHNICIAN I	6	5	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	None required	None required	Equipment Technician
PHYSICAL THERAPY TECHNICIAN I	6	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional
OCCUPATIONAL THERAPY TECHNICIAN I	6	9	Completion of two years studies in College	None required	None required	CS Sub-Professional

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MUSICIAN	5	2	High School Graduate	None required	None required	None Required
BARBER	2	1	Must be able to read and write	None required	None required	None Required MC # 10, s. 2013 CAT III
<b>NURSING SERVICE</b>						
NURSE V	20	2	Bachelor's degree in Nursing	2 Years of Relevant Experience	2 Years of Relevant Experience	RA 1080
NURSE IV	19	2	Bachelor's degree in Nursing	2 Years of Relevant Experience	2 Years of Relevant Experience	RA 1080
NURSE III	17	11	Bachelor's degree in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
NURSE II	16	49	Bachelor's degree in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
NURSE I	15	112	Bachelor's degree in Nursing	None Required	None required	RA 1080
MIDWIFE II	11	5	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080
MIDWIFE I	9	7	Completion of Midwifery Course	None Required	None Required	RA 1080
NURSING ATTENDANT II	6	12	Elementary School Graduate	None Required	None Required	None Required
<b>ADMINISTRATIVE SERVICE</b>						
SUPERVISING ADMINISTRATIVE OFFICER	22	1	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	CS Professional
ATTORNEY III (Part-time)	21	1	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
LEGAL ASSISTANT II	12	1	Bachelor's Degree relevant to the job	None required	4 hours of relevant training	CS Professional
SECURITY OFFICER I	11	1	Bachelor's Degree relevant to the job	None required	None required	CS Professional & Security Guard License
LEGAL ASSISTANT I	10	1	Bachelor's Degree relevant to the job	None required	None required	CS Professional
DORMITORY MANAGER I	9	4	Bachelor's Degree relevant to the job	None required	None required	CS Professional

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TRAINING ASSISTANT	8	1	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional
SECURITY GUARD III	8	1	High School Graduate	1 year of relevant experience	4 hours of relevant training	Security Guard License
LAUNDRY WORKER III	6	1	Must be able to read and write	None required	None required	None Required
SECURITY GUARD II	5	1	High School Graduate	None required	None required	Security Guard License
ADMINISTRATIVE AIDE V (PHOTOGRAPHER I)	5	1	High School Graduate or Completion of Relevant Vocational Course	None required	None required	Photographer/MC 10 s. 2013, CAT II
ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	4	2	Completion of two years studies in College	None required	None required	CS Sub-professional
ADMINISTRATIVE AIDE IV (CLERK II)	4	7	Completion of two years studies in College	None required	None required	CS Sub-professional
ADMINISTRATIVE AIDE IV (DRIVER II)	4	1	Elementary School Graduate	None required	None required	Professional Driver's License MC # 10 S. 2013 CAT IV
SECURITY GUARD I	3	1	High School Graduate	None required	None required	Security Guard License
ADMINISTRATIVE AIDE III (Utility Worker II)	3	15	Must be able to read and write	None required	None required	None Required
ADMINISTRATIVE AIDE III (CLERK I)	3	1	High School Graduate or Completion of relevant vocational course	None required	None required	CS Sub-professional
ADMINISTRATIVE AIDE III (PLUMBER I)	3	2	Elementary School Graduate	None required	None required	Plumber/MC 10 s. 2013 CAT II
ADMINISTRATIVE AIDE III (PAINTER I)	3	1	Elementary School Graduate	None required	None required	Painter/MC 10 s. 2013 CAT II
TAILOR	3	1	Elementary School Graduate or Completion of relevant vocational/trade course	None required	None required	None Required (MC 10 s. 2013-Cat. III)

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SEAMSTRESS	2	3	Elementary School Graduate or Completion of relevant vocational/trade course	None required	None required	None Required (MC 10 s. 2013-Cat. III)
FINANCE SERVICE						
ACCOUNTANT IV	22	1	Bachelor's Degree relevant to the job	3 years of relevant experience	16 hours of relevant training	RA 1080
ACCOUNTANT I	11	1	Bachelor's Degree relevant to the job	None required	None required	RA 1080

Interested applicants must submit the requirements listed below. **Only those with complete requirements shall be processed.**

### Promotion:

1. Application letter (state your desired position) addressed to:  
**NOEL V. REYES, MD, FPPA**  
Medical Center Chief II
2. Resume / CV (with passport size photo)
3. Duly accomplished Personal Data Sheet Certificate of
4. Trainings/Seminars
5. Board Rating and License ID duly authenticated by the appropriate body
6. Performance rating for the last two (2) rating period.

Prepared by:

**ROSARIO CRISTINA S. GUILLERME, MBA**  
Chief, HRMO

Approved by:

**NOEL V. REYES, MD, FPPA**  
Medical Center Chief II

### Entry:

1. Application letter (state your desired position) addressed to:  
**NOEL V. REYES, MD, FPPA**  
Medical Center Chief II
2. Resume / CV (with passport size photo)
3. Duly accomplished Personal Data Sheet
4. Autobiography
5. Duly authenticated Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)
6. Duly authenticated RA 1080 (PRC Board Rating - if applicable)
7. Valid NBI Clearance
8. Photocopy of College /High School Diploma (If college undergraduate, photocopy of Transcript of Records)
9. Photocopy of Transcript of Records
10. Photocopy of Seminar and Training certificates
11. Photocopy of Certificates of Employment
12. Photocopy of PSA Birth Certificate
13. Certified true copy of Performance Rating/IPCR of the last two (2) rating periods (for govt. employees)
14. Long folder (any color)

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