



NATIONAL CENTER FOR MENTAL HEALTH

NOTICE OF VACANCIES

July 28, 2022

POSITION	SALARY GRADE	NO. OF VACANCY/IES	CSC MINIMUM QUALIFICATION				DEADLINE OF SUBMISSION	JOB SUMMARY
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
MEDICAL SERVICE								
MEDICAL SPECIALIST IV	25	1	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	4 years of experience in planning, organizing, directing, coordinating and supervising various activities of a staff involved in the practice of medicine	8 hours of relevant training	RA 1080	August 31, 2022	Under general supervision, supervises the development and implementation of plans, program/projects, policies, guidelines, systems, standards, and researches related to hospital systems; and develops and enhances the epidemiological training and health manpower development capabilities of public health care providers. Specific Area/Department: Adult Psychiatry Section
MEDICAL SPECIALIST III	24	5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	3 years of progressively responsible experience as Medical Specialist II or other related experience	8 hours of relevant training	RA 1080	August 19, 2022	Under general supervision, diagnoses and administers treatments to patients with special medical conditions and trains other physicians studying for medical specializations in relevant medical and surgical procedures. Specific Area/Department: Adult Psychiatry Section Child Psychiatry Section Adult Nuerology Unit Child Neurology Unit



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MEDICAL SPECIALIST III (PART-TIME)	24	6	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	3 years of progressively responsible experience as Medical Specialist II or other related experience	8 hours of relevant training	RA 1080	August 19, 2022	Under general supervision, diagnoses and administers treatments to patients with special medical conditions and trains other physicians studying for medical specializations in relevant medical and surgical procedures. Specific Area/Department: Adult/Child Psychiatry Section Adult/Child Neurology Unit Internal Medicine Unit
MEDICAL SPECIALIST II	23	1	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	3 years of responsible experience as Medical Specialist I or other related experience	4 hours of relevant training	RA 1080	August 5, 2022	Under general supervision, diagnoses and directs the treatment of patients admitted in the corresponding specialty department where he/she is assigned. Specific Area/Department: Internal Medicine Unit Adult Psychiatry Section Adult Neurology Unit
MEDICAL SPECIALIST I	22	4	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	1 year of experience as Post Residency Fellow/Senior Resident or other related experience	4 hours of relevant training	RA 1080	August 12, 2022	Under general supervision, diagnoses the health condition of and administers treatments to patients, and trains other resident physicians in relevant medical and surgical procedures. Specific Area/Department: Internal Medicine Unit Family Medicine Unit



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MEDICAL OFFICER IV	23	24	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	August 19, 2022	<p>Under general supervision, supervises the activities of resident physicians and the implementation of various health programs, and handles treatment of patients admitted in his/her department</p> <p>Specific Area/Department: Adult/Child Psychiatry Section Adult/Child Neurology Unit Internal Medicine Unit Family Medicine Unit</p>
MEDICAL OFFICER III	21	56	Doctor of Medicine	None required	None required	RA 1080	August 31, 2022	<p>Under general supervision, diagnoses the health condition and administers treatments to patients.</p> <p>Specific Area/Department: Internal Medicine Unit Psychiatric Training</p>
ANCILLARY SERVICE								
CHAPLAIN	16	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	August 31, 2022	<p>Gives spiritual guidance and counseling and any related spiritual services.</p> <p>Specific Department: Activity Therapy Section</p>



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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 (MC # 10 S. 2013 CAT II)	August 19, 2022	Under general supervision, processes work requests for troubleshooting and maintenance of defective medical and laboratory equipment.
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 (MC # 10 S. 2013 CAT II)	August 19, 2022	Under general supervision, assist and perform requests for services for Healthcare equipment.
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 (MC # 10 S. 2013 CAT II)	August 19, 2022	Under general supervision, assist and perform requests for services for Healthcare equipment.



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MEDICAL LABORATORY TECHNICIAN II	8	2	Completion of a Course of at least 4 Years leading to 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	August 26, 2022	Under general supervision, performs laboratory procedures and services; and monitors work of other laboratory personnel. Specific Department: Anatomical/Clinical Laboratory
MEDICAL LABORATORY TECHNICIAN III	10	4	Completion of a Course of at least 4 Years leading to 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	August 26, 2022	Under general supervision, performs laboratory research through chemical and microscopic examination and analysis of food, drug, cosmetics and other specimens. Specific Department: Anatomical/Clinical Laboratory
MUSICIAN	5	2	High School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	August 26, 2022	Under general supervision, play musical instruments during the recreational activities of patients and in social programs committed by NCMH and DOH. Specific Department: Activity Therapy Section



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OCCUPATIONAL THERAPIST I	11	5	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080	August 31, 2022	Under general supervision, evaluates on and administers practical treatment to patients with temporary or permanent physical and/or mental disability; and trains them on adaptive methods. Specific Department: Activity Therapy Section
OCCUPATIONAL THERAPY TECHNICIAN I	6	3	Completion of two years studies in College	None required	None required	CS Sub-Professional	August 26, 2022	Under general supervision, assists in the treatment and rehabilitation program for clients. Specific Department: Activity Therapy Section
RESPIRATORY THERAPIST I	10	1	Completion of two years studies in College	None required	None required	CS Sub-Professional	August 19, 2022	Under general supervision, administers and evaluates respiratory therapy treatment of patients. Specific Department: Activity Therapy Section
NURSING SERVICE								
NURSE I	15	63	Bachelor of Science in Nursing	None required	None required	RA 1080	August 19, 2022	Under general supervision, performs direct nursing care; and assists physicians in diagnostic and therapeutic procedures in order to provide proper patient care.
NURSE II	16	34	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	August 19, 2022	Under general supervision, manages his/her assigned unit; performs and monitors direct nursing care activities, and assists physicians in diagnostic and therapeutic procedures in order to provide proper patient care.
NURSE III	17	7	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	August 19, 2022	Under direction, supervises the nursing care service through mentoring and monitoring work of nursing staff and students in the hospital; and performing regular staff functions when necessary.



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NURSING ATTENDANT I	4	2	Elementary School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	August 5, 2022	Under general supervision, performs basic nursing work in wards and special areas; keeps ward and nurse's station clean; and does minor clerical work.
HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICE								
ADMINISTRATIVE AIDE III (DRIVER I)	3	1	Elementary School Graduate	None required	None required	Professional Driver's License / MC # 10 s. 2013 Cat. IV	August 19, 2022	Under general supervision, transports office personnel and/or ambulatory patients and maintains serviceability of vehicles. Specific Area/Department: Transport Section
ADMINISTRATIVE AIDE IV (CLERK II)	4	1	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Sub-professional	August 31, 2022	Under general supervision, handles patient admission and computer is database maintenance in to ensure efficient and accurate patient information.
ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	6	1	Elementary School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	August 5, 2022	Under general supervision, monitors the condition of various hospital equipment and facilities.
ADMINISTRATIVE ASSISTANT I	7	1	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Sub-professional	August 19, 2022	Under general supervision, performs a variety of clerical tasks; receives and processes documents; and maintains files for safekeeping.



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ADMINISTRATIVE ASSISTANT II	8	2	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	August 19, 2022	Under general supervision, performs a variety of clerical tasks; receives and processes documents following guidelines; and maintains files for safekeeping.
ATTORNEY III (Part-time)	21	1	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080	August 31, 2022	Under general supervision, litigates cases for and in behalf of the agency including appearances in court and provides opinion on legal matters; re-provisions of laws, circulars, rules and regulations. Specific Area/Department: Legal Section
LEGAL ASSISTANT II	12	1	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	CS Professional	August 31, 2022	Under general supervision, conducts preliminary investigations on cases of concerned employees. Specific Area/Department: Legal Section



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SECURITY OFFICER I	11	1	Bachelor's Degree relevant to the job	None required	None required	CS Professional	August 19, 2022	Under general supervision, assists in all investigation of cases referred and the overall supervision of the all the staff assigned in the Security Section. Specific Area/Department: Security Section
TRAINING ASSISTANT	8	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	August 19, 2022	Under general supervision, assesses, plans and conducts the learning and development programs for employees. Specific Department: Professional Education Training and Research Office
FINANCE SERVICE								
ACCOUNTANT I	11	1	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080	August 31, 2022	Under general supervision, monitors the allotment of funds and the accuracy of various financial documents. Specific Area/Department: Accounting Section



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ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	4	1	Completion of two years studies in College	None required	None required	CS Sub-professional	August 19, 2022	Under general supervision, posts entries to subsidiary ledgers; prepares statement of accounts, and relevant correspondences.

Interested and qualified applicants should submit the following documents below, Only those who submitted COMPLETE requirements within the deadline shall be processed.

Entry/Transfer:

1. Application letter (state your desired position) addressed to:
NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II
2. Resume / CV (with passport size photo)
3. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017)
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 / Elementary School Diploma (as applicable)
9. Photocopy of Transcript of Records / Form 137 (as applicable)
10. Photocopy of Seminar and Training certificates
11. Residency/Diplomate/Fellowship Certificate (if applicable)
12. Photocopy of Certificates of Employment
13. Photocopy of PSA Birth Certificate
14. Photocopy of **Very Satisfactory (VS)** Performance Rating/IPCR of the last two (2) rating periods (for govt. employees)

Promotion:

1. Application letter (state your desired position) addressed to:
NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II
2. Resume / CV (with passport size photo)
3. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017)
4. Photocopy of Trainings/Seminars Certificates
5. Duly authenticated Certificate of Civil Service Eligibility/PRC License (as applicable)
6. Duly authenticated RA 1080 (PRC Board Rating - if applicable)
7. Photocopy of **Very Satisfactory (VS)** IPCR for the last two (2) rating periods.

Prepared by:

ELY H. ESPINOSA JR., RPh, MMHoA
OIC, HRMO

Approved by:

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