



NATIONAL CENTER FOR MENTAL HEALTH

NOTICE OF VACANCIES

January 13, 2023

POSITION	SALARY GRADE	NO. OF VACANCY/ES	CSC MINIMUM QUALIFICATION				DEADLINE OF SUBMISSION	JOB SUMMARY
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
MEDICAL SERVICE								
MEDICAL SPECIALIST III (Part-time)	24	4	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	January 27, 2023	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: - Neurology Unit Section - Child & Adolescent Psychiatry Section - Surgery Section
MEDICAL SPECIALIST II	23	4	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	2 years of responsible experience as Medical Specialist I or other related experience	4 hours of relevant training	RA 1080	January 27, 2023	Under general supervision, diagnoses and directs the treatment of patients admitted in the corresponding specialty department where he/she is assigned. Specific Area/Department: - Adult Psychiatry Section - Internal Medicine Unit



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MEDICAL SPECIALIST II (PART-TIME)	23	2	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty board	2 years of responsible experience as Medical Specialist I or other related experience	8 hours of relevant training	RA 1080	January 27, 2023	<p>Under general supervision, diagnoses and directs the treatment of patients admitted in the corresponding specialty department where he/she is assigned.</p> <p>Specific Area/Department:</p> <ul style="list-style-type: none"> - Vascular Surgery Unit - Psychiatry Section
MEDICAL OFFICER IV	23	18	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	January 27, 2023	<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:</p> <ul style="list-style-type: none"> - Emergency Medicine Unit - Infectious Disease Specialist - Adult Psychiatry Section - Internal Medicine Unit - Family Medicine Unit



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MEDICAL OFFICER III	21	71	Doctor of Medicine	None required	None required	RA 1080	January 27, 2023	<p>Under general supervision, diagnoses the health condition and administers treatments to patients.</p> <p>Specific Area/Department:</p> <ul style="list-style-type: none"> - General Medicine - Family Medicine - Psychiatry Residency Training
ANCILLARY SERVICE								
CHAPLAIN	16	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	January 27, 2023	<p>Under general supervision, gives spiritual guidance and counseling and any related spiritual services.</p> <p>Specific Department: Activity Therapy Section</p>
DENTIST II	17	1	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080	January 27, 2023	<p>Under general supervision, performs preventive, diagnostic and curative dental health care services and engages in dental health education.</p> <p>Specific Department: Dental Section</p>
DENTIST I	14	1	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	January 27, 2023	<p>Under general supervision, performs preventive, diagnostic and curative dental health care services.</p> <p>Specific Department: Dental Section</p>



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MEDICAL EQUIPMENT TECHNICIAN II	8	1	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)	January 27, 2023	Under general supervision, assist and perform requests for services for Healthcare equipment.
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)	January 27, 2023	Under general supervision, processes work requests for troubleshooting and maintenance of defective medical and laboratory equipment.
MEDICAL LABORATORY TECHNICIAN III	10	3	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	January 27, 2023	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



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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	January 27, 2023	Under general supervision, performs laboratory procedures and services and monitors work of other laboratory personnel. Specific Department: Anatomical/Clinical Laboratory
MUSICIAN	5	1	High School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	January 27, 2023	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
OCCUPATIONAL THERAPIST II	15	1	Bachelor's Degree in Occupational Therapy	Four (4) Hours of Relevant Training	One (1) Year of Relevant Experience	RA 1080	January 27, 2023	Under general supervision, manages his/her assigned unit, performs & monitors direct nursing care activities, & assists physicians in diagnostic & therapeutic procedures in order to provide proper patient care. Specific Department: Activity Therapy Section



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OCCUPATIONAL THERAPIST I	11	4	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080	January 27, 2023	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	January 27, 2023	Under general supervision, assists in the treatment & rehabilitation program for clients. Specific Department: Activity Therapy Section
PHYSICAL THERAPY TECHNICIAN I	6	1	Completion of Two (2) Years Studies in College	None required	None required	Career Service Subprofessional/ 1st Level Eligibility	January 27, 2023	Under general supervision, assists in the treatment & rehabilitation program for clients. Specific Department: Activity Therapy Section
PSYCHOLOGIST II	15	3	Master's degree in Psychology	1 year of relevant experience involving the delivery of Psychological Services	8 hours of relevant training on the delivery of psychological services which include Psychological Interventions, Psychological Assessment and Psychological Programs	RA 10029	January 27, 2023	Under general supervision, administers psychometric tests and conducts conferences and counseling sessions to individuals. Specific Area/Department: Psychological Section



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SOCIAL WELFARE OFFICER II	15	1	Bachelor's Degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080	January 27, 2023	Under general supervision, oversees case work services in consultation with other disciplines; and mobilizes community resources to meet their medical needs. Specific Area/Department: Medical Social Service Section
SOCIAL WELFARE ASSISTANT	8	1	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	January 27, 2023	Under general supervision, evaluates and classifies patients and conducts social case work to assist patients in their social, emotional and environmental problem. Specific Area/Department: Medical Social Service Section
NURSING SERVICE								
NURSE IV	18	1	Bachelor's Degree in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	January 27, 2023	Under general supervision, manages training and development of nursing students, staff nurses & other personnel through planning, implementing & monitoring & training activities related to patient care.
NURSE II	16	21	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080	January 27, 2023	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.
NURSING ATTENDANT II	6	2	Elementary School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	January 27, 2023	Under general supervision, performs elementary nursing work in hospital ward, dispensary, infirmary and special areas; keeps ward and nurse's station clean; and does minor clerical work.



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NURSING ATTENDANT I	4	2	Elementary School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	January 27, 2023	Under general supervision, performs basic nursing work in wards and special areas; keeps ward and nurse's station clean; and does minor clerical work.
MIDWIFE I	9	4	Completion of Midwifery Course	None Required	None Required	RA 1080	January 27, 2023	Under general supervision, provides pre-natal and post-natal health services and attends to normal deliveries; and tends to the basic emergency medical needs of patients.
MIDWIFE II	11	1	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080	January 27, 2023	Under general supervision, performs basic pre-natal, post-natal and normal delivery nursing procedures; and educates the mothers on relevant practices.
HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICE								
ADMINISTRATIVE OFFICER V	18	2	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional	January 27, 2023	Under general supervision, supervises and participates in programs and policies planning and implementation of policies.
ADMINISTRATIVE OFFICER I	10	1	Bachelor's Degree relevant to the job	None required	None required	CS Professional	January 20, 2023	Under general supervision, provides administrative support services to the Offices.
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	January 20, 2023	Under general supervision, performs a variety of clerical tasks; receives and processes documents following guidelines; and maintains files for safekeeping.



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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	Relevant MC # 11, s. 1996, Career Service Subprofessional/ First Level Eligibility	January 20, 2023	Under general supervision, performs a variety of clerical tasks; receives and processes documents; and maintains files for safekeeping.
ADMINISTRATIVE AIDE VI (ELECTRICIAN II)	6	1	High School Graduate or Completion of Relevant Vocational Trade Course	None required	None required	Electrician (MC 10 s. 2013-Cat. II)	January 20, 2023	Under general supervision, performs general electrical services and preventive maintenance of electrical equipment.
ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	4	2	Completion of two years studies in College	None required	None required	CS Sub-professional	January 20, 2023	Under general supervision, posts entries to subsidiary ledgers; prepares statement of accounts, and relevant correspondences.
ADMINISTRATIVE AIDE IV (CLERK II)	4	2	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Sub-professional	January 20, 2023	Under general supervision, handles patient admission and computer is database maintenance in to ensure efficient and accurate patient information.



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MEDICAL SERVICE								
ADMINISTRATIVE AIDE III (CLERK I)	3	1	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	CS Sub-professional	January 20, 2023	Under general supervision, handles patient admission and computer's database maintenance to ensure efficient and accurate patient information.
ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3	1	Must be able to read and write	None required	None required	None required / MC # 10 s. 2013 Cat. III	January 27, 2023	Performs messengerial, housekeeping and clerical tasks assigned in the area/office.
SEAMSTRESS	2	1	Elementary School Graduate	None Required	None required	None required/ MC # 10 s. 2013, CAT III	January 27, 2023	Provide sufficient clean serviceable linen and uniforms to the patients of different pavilions, cottages and sections.
SECURITY GUARD I	3	1	High School Graduate	None required	None required	Security Guard License (MC 10 s. 2013-Cat. IV)	January 20, 2023	
FINANCE SERVICE								
ACCOUNTANT I	12	1	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080	January 27, 2023	Under general supervision, monitors the allotment of funds and the accuracy of various financial documents. Specific Area/Department: Accounting Section

Interested and qualified applicants should submit the following documents to HRMO. 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

Thru:

ELY H. ESPINOSA JR., Rpm, MMHoA
Chief, HRMO

2. Resume / CV (indicate Duties and Responsibilities) with passport size photo
3. Properly 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)

Photocopy of the ff:

- | | |
|--|---|
| 7. College/High school/Elementary Diploma | 13. Valid NBI Certificate |
| 8. Transcript of Record/ Form 137 (If Applicable) | 14. Certified True copy of Performance |
| 9. Residency/Diplomate/Fellowship Certificate (If Applicable) | Rating/ IPCR for the last two(2) Rating periods |
| 10. Seminar & Training Certificates (taken for the last 5 years) | (for govt. employee) |
| 11. Certificates of Employment | 15. COVID-19 Vaccination Card and/or |
| 12. PSA Birth Certificate | Booster Card |

Promotion:

1. Application letter (state your desired position) addressed to:

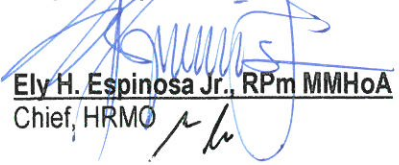
NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II

Thru:

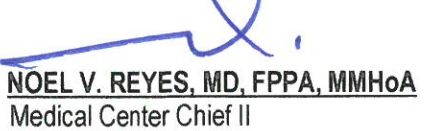
ELY H. ESPINOSA JR., Rpm, MMHoA
Chief, HRMO

2. Resume / CV (with passport size photo)
3. Properly accomplished Personal Data Sheet
4. Photocopy of Trainings/Seminars Certificates
5. Photocopy of Civil Service Eligibility/PRC Board Rating (as applicable)
6. Duly authenticated PRC License (if applicable)
7. Photocopy of **Very Satisfactory (VS)** IPCR for the last two (2) rating periods.

Prepared by:


Ely H. Espinosa Jr., Rpm MMHoA
Chief, HRMO

Approved by:


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