



National Center for Mental Health

June 9, 2022

NOTICE OF VACANCIES

POSITION	SALARY GRADE	NO. OF VACANCY/IES	CSC MINIMUM QUALIFICATION				DEADLINE OF SUBMISSION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
MEDICAL SERVICE							
MEDICAL SPECIALIST III (Dept. of Psychiatry)	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	12 hours of relevant training	RA 1080	June 30, 2022
MEDICAL SPECIALIST III (PART-TIME) (Dept. of Psychiatry/ Neurology/ Internal Medicine)	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	12 hours of relevant training	RA 1080	June 30, 2022
MEDICAL SPECIALIST II (Dept. of Psychiatry/ Neurology/ Internal Medicine/Family Medicine)	23	6	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	June 30, 2022
MEDICAL OFFICER IV (Dept. of Psychiatry/ Neurology/ Epidemiology/ Research/ Public Health)	23	20	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	June 24, 2022
MEDICAL OFFICER III	21	68	Doctor of Medicine	None required	None required	RA 1080	June 30, 2022
ANCILLARY SERVICE							
CHAPLAIN	16	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	June 30, 2022
COOK I	3	1	Elementary School Graduate	None required	None required	None Required (MC # 10 S. 2013 CAT III)	June 24, 2022

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DENTIST IV	22	1	Doctor of Dental Medicine or Dental Surgery	3 years of relevant experience	16 hours of relevant training	RA 1080	June 24, 2022
MEDICAL EQUIPMENT TECHNICIAN I (Dept. of Psychiatry / Neurology/ Medical/Surgical Section)	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)	June 17, 2022
MEDICAL EQUIPMENT TECHNICIAN II (Medical/Surgical Section/Laboratory/ Radiology)	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)	June 17, 2022
MEDICAL EQUIPMENT TECHNICIAN III (Dept. of Psychiatry & Neurology)	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)	June 17, 2022
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	June 17, 2022

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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	June 17, 2022
MEDICAL TECHNOLOGIST I	11	1	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	June 17, 2022
OCCUPATIONAL THERAPIST III	18	2	Bachelor's Degree in Occupational Therapy	2 years of relevant experience	8 hours of relevant training	RA 1080	June 30, 2022
OCCUPATIONAL THERAPIST I	11	5	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080	June 30, 2022
OCCUPATIONAL THERAPY TECHNICIAN I	6	5	Completion of two years studies in College	None required	None required	CS Sub-Professional	June 24, 2022
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	June 24, 2022
PSYCHOLOGIST II	15	5	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 1080	June 30, 2022

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PSYCHOLOGIST III	18	1	Master's degree in Psychology	2 years of relevant experience involving the delivery of Psychological Services	16 hours of relevant training on the delivery of psychological services which include Psychological Interventions, Psychological Assessment and Psychological Programs	RA 1080	June 30, 2022
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	June 24, 2022
NURSING SERVICE							
MIDWIFE I	9	7	Completion of Midwifery Course	None Required	None Required	RA 1080	June 24, 2022
MIDWIFE II	11	6	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080	June 24, 2022
HOSPITAL OPERATIONS AND PATIENT SUPPORT SERVICE							
ADMINISTRATIVE ASSISTANT II	8	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-professional	June 17, 2022
ADMINISTRATIVE OFFICER IV	15	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	June 24, 2022
ADMINISTRATIVE OFFICER V	18	1	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional	June 24, 2022
ATTORNEY III (Part-time)	21	1	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080	June 30, 2022
LAUNDRY WORKER I	1	1	Must be able to read and write	None required	None required	None Required (MC 10 s. 2013-Cat. III)	June 17, 2022
LEGAL ASSISTANT II	12	1	Bachelor's Degree relevant to the job	None required	4 hours of relevant training	CS Professional	June 30, 2022
SECURITY GUARD I	3	2	High School Graduate	None required	None required	Security Guard License (MC 10 s. 2013-Cat. IV)	June 24, 2022

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TAILOR	3	1	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013-Cat. III)	June 24, 2022
TRAINING ASSISTANT	8	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	June 30, 2022
FINANCE SERVICE							
ACCOUNTANT I	11	1	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080	June 30, 2022
ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	4	1	Completion of two years studies in College	None required	None required	CS Sub-professional	June 24, 2022

Only those who submitted COMPLETE requirements within the deadline shall be processed.

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
4. Photocopy of Trainings/Seminars Certificates
5. Photocopy of Board Rating and License ID duly authenticated by the appropriate body
6. Photocopy of **Very Satisfactory (VS)** IPCR for the last two (2)

Prepared by:

Rosario Cristina S. Guillerme
ROSARIO CRISTINA S. GUILLERME, MBA

Chief, HRMO

Approved by:

Noel V. Reyes
NOEL V. REYES, MD, FPPA, MMHoA

Medical Center Chief II

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
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. Photocopy of Certificates of Employment
12. Photocopy of PSA Birth Certificate
13. Photocopy of Performance Rating/IPCR of the last two (2) rating periods (for govt. employees)
14. Residency/Diplomate/Fellowship Certificate (if applicable)

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