



# National Center for Mental Health

April 22, 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	3	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	May 10, 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	May 10, 2022
MEDICAL SPECIALIST II (Dept. of Psychiatry/ Neurology/ Internal Medicine/Family Medicine)	23	5	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	May 10, 2022
MEDICAL SPECIALIST II (PART-TIME) (Dept. of Psychiatry/ Neurology)	23	3	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	May 10, 2022





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<b>MEDICAL SPECIALIST I (Dept. of Internal Medicine/Family Medicine)</b>	22	2	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	May 10, 2022
<b>MEDICAL SPECIALIST I (PART-TIME) (Dept. of Internal Medicine/Family Medicine)</b>	22	2	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	May 10, 2022
<b>MEDICAL OFFICER IV (Dept. of Psychiatry/ Neurology/ Epidemiology/ Research/ Public Health)</b>	23	19	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	May 10, 2022
<b>MEDICAL OFFICER III</b>	21	66	Doctor of Medicine	None required	None required	RA 1080	May 10, 2022
<b>ANCILLARY SERVICE</b>							
<b>DENTIST II</b>	17	1	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080	May 10, 2022
<b>CHAPLAIN</b>	16	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	May 10, 2022
<b>PHARMACIST II</b>	15	1	Bachelor's Degree in Pharmacy	None required	None required	RA 1080	May 2, 2022
<b>PSYCHOLOGIST II</b>	15	5	Bachelor's degree in Psychology	1 year of relevant experience	8 hours of relevant training	RA 1080	May 2, 2022







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OCCUPATIONAL THERAPIST III	18	2	Bachelor's Degree in Occupational Therapy	2 years of relevant experience	8 hours of relevant training	RA 1080	May 10, 2022
OCCUPATIONAL THERAPIST I	11	5	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080	May 10, 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	May 10, 2022
OCCUPATIONAL THERAPY TECHNICIAN I	6	5	Completion of two years studies in College	None required	None required	CS Sub-Professional	May 10, 2022
MEDICAL TECHNOLOGIST III	18	1	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	May 2, 2022
MEDICAL TECHNOLOGIST II	15	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	May 2, 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	May 2, 2022





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<b>MEDICAL LABORATORY TECHNICIAN III</b>	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	May 10, 2022
<b>MEDICAL LABORATORY TECHNICIAN II</b>	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	May 10, 2022
<b>MEDICAL EQUIPMENT TECHNICIAN III (Dept. of Psychiatry &amp; Neurology)</b>	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	May 10, 2022
<b>MEDICAL EQUIPMENT TECHNICIAN II (Medical/Surgical Section/Laboratory/Radiology)</b>	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	May 10, 2022







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<b>MEDICAL EQUIPMENT TECHNICIAN I (Dept. of Psychiatry / Neurology/ Medical/Surgical Setion)</b>	6	5	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	None required	None required	Equipment Technician	May 10, 2022
<b>SOCIAL WELFARE ASSISTANT</b>	8	1	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	May 2, 2022
<b>NURSING SERVICE</b>							
<b>NURSE I</b>	15	79	Bachelor's degree in Nursing	None Required	None required	RA 1080	May 10, 2022
<b>MIDWIFE II</b>	11	6	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080	May 10, 2022
<b>MIDWIFE I</b>	9	7	Completion of Midwifery Course	None Required	None Required	RA 1080	May 10, 2022
<b>ADMINISTRATIVE SERVICE</b>							
<b>ATTORNEY III (Part-time)</b>	21	1	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080	May 10, 2022
<b>LEGAL ASSISTANT II</b>	12	1	Bachelor's Degree relevant to the job	None required	4 hours of relevant training	CS Professional	May 2, 2022
<b>CONSTRUCTION &amp; MAINTENANCE GENERAL FOREMAN</b>	11	1	High School Graduate	2 years of relevant experience	8 hours of relevant training	None Required (MC 10 s. 2013-Cat. III)	May 10, 2022
<b>TRAINING ASSISTANT</b>	8	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	May 2, 2022
<b>DORMITORY MANAGER I</b>	9	4	Bachelor's Degree	None required	None required	CS Professional	May 2, 2022
<b>ADMIN OFFICER III</b>	14	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	May 2, 2022
<b>ADMINISTRATIVE OFFICER II</b>	11	1	Bachelor's Degree relevant to the job	None required	None required	CS Professional	May 2, 2022





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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	May 10, 2022
ADMINISTRATIVE ASSISTANT I	7	6	Completion of two years studies in College	None required	None required	CS Sub-professional	May 10, 2022
ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	4	1	Completion of two years studies in College	None required	None required	CS Sub-professional	May 10, 2022
ADMINISTRATIVE AIDE IV (CLERK II)	4	6	Completion of two years studies in College	None required	None required	CS Sub-professional	May 2, 2022
ADMINISTRATIVE AIDE III (CLERK I)	3	1	Completion of two years studies in College	None required	None required	CS Sub-professional	May 10, 2022
TAILOR	3	1	Elementary School Graduate	None required	None required	None Required (MC 10 s. 2013-Cat. III)	May 10, 2022
LAUNDRY WORKER II	3	1	Must be able to read and write	None required	None required	None Required (MC 10 s. 2013-Cat. III)	May 10, 2022
FINANCE SERVICE							
ACCOUNTANT III	19	1	Bachelor's Degree in Commerce/Business Administration Major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080	May 10, 2022
ACCOUNTANT I	11	1	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080	May 10, 2022







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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, MMHoA**  
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 periods.


### Entry:

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 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)

Prepared by:

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

Approved by:

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

