



# NATIONAL CENTER FOR MENTAL HEALTH

## NOTICE OF VACANCIES

October 27, 2022

POSITION	SALARY GRADE	NO. OF VACANCY/IES	CSC MINIMUM QUALIFICATION				DEADLINE OF SUBMISSION	JOB SUMMARY
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY		
MEDICAL SERVICE								
MEDICAL OFFICER III	21	64	Doctor of Medicine	None required	None required	RA 1080	Nov. 18, 2022	<p>Under general supervision, diagnoses the health condition and administers treatments to patients.</p> <p><b>Specific Area/Department:</b></p> <ul style="list-style-type: none"><li>- Psychiatry Residency Training</li><li>- Internal Medicine Unit</li></ul>
MEDICAL OFFICER IV	23	16	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080	Nov. 18, 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><b>Specific Area/Department:</b></p> <ul style="list-style-type: none"><li>- Internal Medicine Unit</li><li>- Adult Psychiatry Section</li><li>- Family Medicine Unit</li></ul>



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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	8 hours of relevant training	RA 1080	Nov. 18, 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.  <b>Specific Area/Department:</b>
<b>ANCILLARY SERVICE</b>								
CHAPLAIN	16	1	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional	Nov. 25, 2022	Under general supervision, gives spiritual guidance and counseling and any related spiritual services.  <b>Specific Department:</b> Activity Therapy Section
DENTIST I	14	1	Doctor of Dental Medicine or Dental Surgery	None required	None required	RA 1080	Nov. 18, 2022	Under general supervision, performs preventive, diagnostic and curative dental health care services.  <b>Specific Department:</b> Dental Section
DENTIST II	17	1	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080	Nov. 18, 2022	Under general supervision, performs preventive, diagnostic and curative dental health care services and engages in dental health education.  <b>Specific Department:</b> Dental Section





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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)	Nov. 18, 2022	Under general supervision, processes work requests for troubleshooting and maintenance of defective medical and laboratory equipment.
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	Nov. 11, 2022	Under general supervision, performs laboratory procedures and services and monitors work of other laboratory personnel.  <b>Specific Department:</b> Anatomical/Clinical Laboratory
MEDICAL TECHNOLOGIST I	11	2	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Nov. 8, 2022	Under general supervision, performs routine and special laboratory examinations; maintains laboratory equipment and apparatus.  <b>Specific Department:</b> Anatomical/Clinical Laboratory
OCCUPATIONAL THERAPIST I	11	4	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080	Nov. 18, 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.  <b>Specific Department:</b> Activity Therapy Section



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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 1080	Nov. 25, 2022	Under general supervision, administers psychometric tests and conducts conferences and counseling sessions to individuals.  <b>Specific Area/Department:</b> Psychological 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	Nov. 18, 2022	Under general supervision, evaluates and classifies patients and conducts social case work to assist patients in their social, emotional and environmental problem.  <b>Specific Area/Department:</b> Medical Social Service Section
<b>NURSING SERVICE</b>								
MIDWIFE I	9	7	Completion of Midwifery Course	None Required	None Required	RA 1080	Nov. 11, 2022	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	7	Completion of Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080	Nov. 11, 2022	Under general supervision, performs basic pre-natal, post-natal and normal delivery nursing procedures; and educates the mothers on relevant practices.





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NURSE I	15	27	Bachelor of Science in Nursing	None required	None required	RA 1080	Nov. 18, 2022	Under general supervision, performs direct nursing care; and assists physicians in diagnostic and therapeutic procedures in order to provide proper patient care.
NURSING ATTENDANT I	4	1	Elementary School Graduate	None required	None required	None required / MC # 10 s. 2013 Cat. III	Nov. 8, 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 (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	Nov. 8, 2022	Under general supervision, handles patient admission and computer's database maintenance to ensure efficient and accurate patient information.



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ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I)	4	2	Completion of two years studies in College	None required	None required	CS Sub-professional	Nov. 18, 2022	Under general supervision, post entries to subsidiary ledgers, prepares statement of accounts and relevant correspondences.
ADMINISTRATIVE AIDE IV (CLERK II)	4	6	Completion of two years studies in College	None required	None required	CS Sub-professional	Nov. 18, 2022	Under general supervision, handles patient admission and computer's database maintenance to ensure efficient and accurate patient information.
ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	6	1	Elementary School Graduate	None required	None required	None required	Nov. 8, 2022	Under general supervision, monitors the condition of various hospital equipment and facilities.
LAUNDRY WORKER II	1	1	Must be able to read and write	None required	None required	None Required (MC 10 s. 2013-Cat. III)	Nov. 11, 2022	Under general supervision, performs laundry services; maintains related records; and signs clearances.
TRAINING ASSISTANT	8	2	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	CS Sub-Professional	Nov. 18, 2022	Under general supervision, assesses, plans and conducts the learning and development programs for employees.  <b>Specific Department:</b> Professional Education Training and Research Office
<b>FINANCE SERVICE</b>								
ACCOUNTANT I	12	1	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	None required	RA 1080	Nov. 18, 2022	Under general supervision, monitors the allotment of funds and the accuracy of various financial documents.  <b>Specific Area/Department:</b> Accounting Section





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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**  
OIC, 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
8. Transcript of Record/ Form 137 (If Applicable)
9. Residency/Diplomate/Fellowship Certificate (If Applicable)
10. Seminar & Training Certificates (taken for the last 5 years)
11. Certificates of Employment

12. PSA Birth Certificate
13. Valid NBI Certificate
14. Certified True copy of Performance Rating/IPCR of the last two(2) Rating periods (for govt. employees)
15. COVID-19 Vaccination Card and/or 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**  
OIC, 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

Prepared by:

  
**Ely H. Espinosa Jr., RPm MMHoA**  
OIC, HRMO

Approved by:

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