



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
NATIONAL CENTER FOR MENTAL HEALTH



NOTICE OF VACANCIES

All Interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply and shall submit the following documents to HRMO:

LIST OF REQUIREMENTS

ENTRY/TRANSFER

1. Application Letter addressed to:
NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II

Thru: ELY H. ESPINOSA. JR, RPm, MMHoA, MPM-HG
Chief, Human Resource Management Office
(Please indicate position applied for in the letter)
2. Resume / CV with passport size ID picture
3. Properly accomplished Personal Data Sheet (CSC Form 212 Revised 2017)
4. Autobiography
5. Certified True Copy of Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)
6. Certified True Copy of RA 1080 (PRC Board Rating - if applicable)
- Photocopy of the following:**
 7. Valid NBI Clearance
 8. College/High School Diploma (if college undergraduate, photocopy of Transcript of Records)
 9. Transcript of Records
 10. Seminars and Trainings certificates
 11. Employment Certificates
 12. PSA Birth Certificate
 13. Certified true copy of Performance Rating/IPCR of the least two (2) rating periods (for govt. employees)
 14. Residency/Diplomate/Fellowship Certificate (if applicable)
 15. COVID-19 Vaccination Card and/or Booster Card

PROMOTION

1. Application Letter addressed to:
NOEL V. REYES, MD, FPPA, MMHoA
Medical Center Chief II

Thru: ELY H. ESPINOSA. JR, RPm, MMHoA, MPM-HG
Chief, Human Resource Management Office
(Please indicate position applied for in the letter)
2. Resume / CV (with passport size photo)
3. Properly accomplished Personal Data Sheet (CSC Form 212 Revised 2017)
4. Certified True Copy of Certificate of Civil Service Eligibility (if applicable)/PRC License (if applicable)
5. Certified True Copy of RA 1080 (PRC Board Rating - if applicable)
- Photocopy of the following:**
 6. Seminars and Trainings certificates
 7. Employment Certificates
 8. Residency/Diplomate/Fellowship Certificate (if applicable)
 9. COVID-19 Vaccination Card and/or Booster Card

APPLY NOW

FROM NOVEMBER 18 TO 29, 2024

Note:

- Only applications with complete supporting/required documents filed within the deadline shall be processed. Multiple active applications at the same time shall not be allowed
- As per Approved MSPP Neuro Psychiatric Examination shall be required to all positions applied. Please refer to the latest NP Exam Rates by Psychological Section.



You may Scan the QR Code for our posting or visit our website at <https://ncmh.gov.ph/index.php/jobs> or send your application at rspau@ncmh.gov.ph



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH

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NO. OF VACANCY: 1

POSITION TITLE : MEDICAL SPECIALIST III

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 24

PLANTILLA ITEM NO.: OSEC-DOHB-MDSP3-152-1998

MONTHLY SALARY : P 94,132.00

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF RELEVANT SPECIALTY SOCIETY AND/OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

EXPERIENCE

THREE (3) YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE AS MEDICAL SPECIALIST II OR OTHER RELATED EXPERIENCE

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (PHYSICIAN)

GENERAL FUNCTION OF THE POSITION

- PROVIDES TREATMENT, MANAGEMENT, AND CARE OF CASES OF PATIENTS ASSIGNED TO THE DEPARTMENT WHERE HE/SHE IS A CONSULTANT.
- SUPERVISES AND TRAINS PHYSICIANS UNDERGOING SPECIALTY TRAINING.
- PROVIDES CONSULTATION AND GUIDANCE SERVICES ON DIFFICULT, COMPLICATED AND UNUSUAL CASES.
- RESPONDS TO EMERGENCY CALLS, IN SPECIAL CASES, PARTICIPATES IN SCIENTIFIC AND PROFESSIONAL ACTIVITIES IN THE HOSPITAL.
- DEVELOPS MEDICAL PROGRAMS AND PROCEDURES FOR THE HOSPITALS SUCH AS THE DEPARTMENTS MANUAL OF PROCEDURES.
- CONDUCTS PERFORMANCE REVIEW AND APPRAISAL OF RESIDENTS/MEDICAL OFFICERS AND OTHER STAFF.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : MEDICAL SPECIALIST II

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO. : OSEC-DOHB-MDSP2-128-1998

MONTHLY SALARY : P 83,659.00

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF THE RELEVANT SPECIALTY SOCIETY OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

EXPERIENCE

TWO (2) YEARS OF PROGRESSIVELY RESPONSIBLE EXPERIENCE AS MEDICAL SPECIALIST I OR OTHER RELATED EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (PHYSICIAN)

GENERAL FUNCTION OF THE POSITION

- PROVIDES TREATMENT, MANAGEMENT, AND CARE OF CASES OF PATIENTS ASSIGNED TO THE DEPARTMENT WHERE HE/SHE IS A CONSULTANT.
- SUPERVISES AND TRAINS PHYSICIANS UNDERGOING SPECIALTY TRAINING.
- PROVIDES CONSULTATION AND GUIDANCE SERVICES ON DIFFICULT, COMPLICATED AND UNUSUAL CASES.
- RESPONDS TO EMERGENCY CALLS, IN SPECIAL CASES, PARTICIPATES IN SCIENTIFIC AND PROFESSIONAL ACTIVITIES IN THE HOSPITAL.
- DEVELOPS MEDICAL PROGRAMS AND PROCEDURES FOR THE HOSPITALS SUCH AS THE DEPARTMENTS MANUAL OF PROCEDURES.
- CONDUCTS PERFORMANCE REVIEW AND APPRAISAL OF RESIDENTS/MEDICAL OFFICERS AND OTHER STAFF.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.



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NO. OF VACANCY : 1

POSITION TITLE : MEDICAL SPECIALIST I (PART-TIME)

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 22

PLANTILLA ITEM NO. : OSEC-DOHB-MDSPT1-130-2017

MONTHLY SALARY : P 37,418.00

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE WITH A CERTIFICATE AS FELLOW OF THE RELEVANT SPECIALTY SOCIETY OR DIPLOMA OF THE RELEVANT SPECIALTY BOARD

EXPERIENCE

ONE (1) YEAR OF EXPERIENCE AS POST RESIDENCY FELLOW/SENIOR RESIDENT OR OTHER RELATED EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (PHYSICIAN)

GENERAL FUNCTION OF THE POSITION

- RENDERS CONSULTATIVE SERVICES FOR DIFFICULT, UNUSUAL AND COMPLICATED CASES NEEDING EXPERT OPINION AND MANAGEMENT .
- PRESCRIBED TREATMENT PROTOCOLS ON ACUTE AND COMPLICATED CASES.
- SUPERVISES RESIDENT STAFF AND INITIATES PRESCRIBE CORRECTIVE MEASURES AS INDICATED.
- CONDUCTS TRAINING FOR MEDICAL STUDENTS, MEDICAL AND ALLIED HEALTH WORKERS, AND ADMINISTRATIVE STAFF.
- CONDUCTS REGULAR CLINICAL WARD ROUNDS AND SPECIALTY AND SUBSPECIALTY CLINICS.
- COORDINATES AND PARTICIPATES IN CLINICAL, SCIENTIFIC, CONSULTATIVE AND ADMINISTRATIVE CONFERENCES.
- CONDUCTS AND PARTICIPATES IN HOSPITAL RESEARCH PROJECTS.
- ENSURES COMPLETENESS OF RELEVANT MEDICAL DOCUMENTATION.
- MAINTAINS AND UPDATES PROFESSIONAL STANDING AND KNOWLEDGE IN RESPECTIVE SPECIALTY.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCIES: 11

POSITION TITLE : MEDICAL OFFICER IV

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 23

PLANTILLA ITEM NO.: OSEC-DOHB-MDOF4-153-2014, OSEC-DOHB-MDOF4-154-2016
OSEC-DOHB-MDOF4-182-2016, OSEC-DOHB-MDOF4-183-2016
OSEC-DOHB-MDOF4-350-2015, OSEC-DOHB-MDOF4-92-2013
OSEC-DOHB-MDOF4-160-2014, OSEC-DOHB-MDOF4-347-2015
OSEC-DOHB-MDOF4-99-2013, OSEC-DOHB-MDOF4-154-2014
OSEC-DOHB-MDOF4-333-2015

MONTHLY SALARY : P 83,659.00

CSC MINIMUM QUALIFICATION

EDUCATION

DOCTOR OF MEDICINE

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING

FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080 (BOARD OF MEDICINE)

GENERAL FUNCTION OF THE POSITION

- SUPERVISES FELLOW RESIDENT PHYSICIANS IN THE CONDUCT OF CLINICAL AND SURGICAL CARE AND SERVICES.
- PRESCRIBES MEDICINES AND TREATMENT PROCEDURES AND TECHNIQUES WITHIN HIS/HER FIELD OF SPECIFICATION
- CONDUCTS DAILY ROUNDS TO OBSERVE THE PROGRESS AND CONDITION OF THE PATIENTS
- ASSISTS THE CHIEF OF HOSPITAL, CHIEF OF CLINICS, CHIEF OF TRAINING OFFICER, AND DEPARTMENT HEADS IN THE MANAGEMENT OF HOSPITAL OPERATIONS AND PROGRAMS.
- SUPERVISES THE IMPLEMENTATION OF THE HEALTH PROGRAMS ASSIGNED TO THE UNIT
- PERFORMS MEDICAL EXAMINATIONS AND REQUEST FOR DIAGNOSTIC WORK-UPS OR LABORATORY EXAMINATIONS AS NEEDED TO DIAGNOSE AILMENTS
- GIVES MEDICAL ATTENTION TO PATIENTS ADMITTED IN CORRESPONDING SPECIALTY DEPARTMENT WHERE HE/SHE IS ASSIGNED, AND DIRECT PARTICIPATES IN THEIR TREATMENT, MANAGEMENT, AND CARE.
- CONDUCTS AND PARTICIPATES IN HOSPITALS RESEARCH PROJECT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED



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NO. OF VACANCIES: 23

POSITION TITLE : MEDICAL OFFICER III

SERVICE/SECTION : MEDICAL SERVICE

SALARY GRADE : 21

PLANTILLA ITEM NO.: OSEC-DOHB-MDOF3-600-1998,OSEC-DOHB-MDOF3-106-2016
OSEC-DOHB-MDOF3-123-2016,OSEC-DOHB-MDOF3-140-2015,
OSEC-DOHB-MDOF3-147-2015,OSEC-DOHB-MDOF3-156-2015
OSEC-DOHB-MDOF3-161-2015,OSEC-DOHB-MDOF3-169-2015
OSEC-DOHB-MDOF3-26-2014,OSEC-DOHB-MDOF3-29-2014
OSEC-DOHB-MDOF3-579-1998,OSEC-DOHB-MDOF3-608-1998
OSEC-DOHB-MDOF3-609-1998,OSEC-DOHB-MDOF3-126-2016
OSEC-DOHB-MDOF3-128-2016,OSEC-DOHB-MDOF3-133-2016,
OSEC-DOHB-MDOF3-164-2015,OSEC-DOHB-MDOF3-176-2015
OSEC-DOHB-MDOF3-99-2016,OSEC-DOHB-MDOF3-170-2015
OSEC-DOHB-MDOF3-610-1998,OSEC-DOHB-MDOF3-30-2014
OSEC-DOHB-MDOF3-151-2015

MONTHLY SALARY : P 67,005.00

CSC MINIMUM QUALIFICATION

EDUCATION DOCTOR OF MEDICINE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY RA 1080 (BOARD OF MEDICINE)

GENERAL FUNCTION OF THE POSITION

- PROVIDES APPROPRIATE DIAGNOSIS, TREATMENT, MANAGEMENT AND CARE FOR ASSIGNED AND REFERRED PATIENTS.
- PERFORMS PROCEDURES UNDER THE SUPERVISION OF A MEDICAL SPECIALIST/SUPERVISOR.
- ACCOMPLISHES RELEVANT MEDICAL DOCUMENTATION SUCH AS CLINICAL RECORDS UPON ADMISSION AND DISCHARGE OF PATIENTS, AS WELL AS MEDICAL, LEGAL, BIRTH, OR DEATH CERTIFICATES.
- PARTICIPATES IN DIDACTIC LECTURES, AND CLINICAL, SCIENTIFIC AND ADMINISTRATIVE CONFERENCES ORGANIZED BY THE DEPARTMENT OR AFFILIATED SUB-SPECIALTY UNITS.
- CONDUCTS AND PARTICIPATES IN HOSPITAL RESEARCH PROJECT WITHIN RESIDENCY TRAINING PERIOD.
- COORDINATES PATIENT CARE, ESPECIALLY DIFFICULT AND COMPLICATED CASES, WITH SUPERVISORS & ALLIED MEDICAL HEALTH TEAM.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.



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NO. OF VACANCIES : 6

POSITION TITLE : PSYCHOLOGIST II

SERVICE/SECTION : PSYCHOLOGICAL SECTION

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-PSY2-12-1998,OSEC-DOHB-PSY2-17-1998
OSEC-DOHB-PSY2-18-1998,OSEC-DOHB-PSY2-23-1998
OSEC-DOHB-PSY2-24-1998,OSEC-DOHB-PSY2-25-1998

MONTHLY SALARY : P 38,413.00

CSC MINIMUM QUALIFICATION

EDUCATION

MASTER'S DEGREE IN PSYCHOLOGY

EXPERIENCE

ONE (1) YEAR OF RELEVANT EXPERIENCE INVOLVING THE DELIVERY OF PSYCHOLOGICAL SERVICES

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING ON THE DELIVERY OF PSYCHOLOGICAL SERVICES WHICH INCLUDE PSYCHOLOGICAL INTERVENTIONS, PSYCHOLOGICAL ASSESSMENT AND PSYCHOLOGICAL PROGRAMS

ELIGIBILITY

RA 10029 (PSYCHOLOGIST)

GENERAL FUNCTION OF THE POSITION

- ADMINISTERS AND EVALUATES A BATTERY OF IQ TEST TO INDIVIDUALS (PSYCHIATRIC & NON-PSYCHIATRIC) TO DETERMINE THEIR INTELLECTUAL CAPACITIES.
- ADMINISTERS & EVALUATES A BATTERY OF PROJECTIVE TESTS TO INDIVIDUALS TO DETERMINE THE PERSONALITY FACETS OF THE SUBJECTS.
- PROVIDES COUNSELING TO BOTH PSYCHIATRIC AND NON-PSYCHIATRIC INDIVIDUALS.
- ASSISTS IN THE DIAGNOSIS AND MANAGEMENT OF PSYCHIATRIC TEST TO COURT CASE PATIENTS.
- MAKES ROUNDS IN WARDS AND PREPARES EVALUATION.
- ADMINISTERS AND EVALUATES TEST RESULTS FOR GUIDANCE PURPOSES.
- PARTICIPATES IN CASE CONFERENCES, CRISIS INTERVENTION AND STRESS MANAGEMENT.
- PARTICIPATES IN WOMEN AND CHILD PROTECTION ADVOCACY
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

POSITION TITLE : OCCUPATIONAL THERAPIST III

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 18

PLANTILLA ITEM NO.: OSEC-DOHB-OT3-2-1998

MONTHLY SALARY : P 49,015.00

CSC MINIMUM QUALIFICATION

EDUCATION

BACHELOR'S DEGREE IN OCCUPATIONAL THERAPY

EXPERIENCE

TWO (2) YEARS OF RELEVANT EXPERIENCE

TRAINING

EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY

RA 1080

GENERAL FUNCTION OF THE POSITION

- ASSISTS IN THE PREPARATION OF SCHEDULE OF ASSIGNMENTS OF PERSONNEL
- PERFORMS ROUNDS TO SUPERVISED UNITS
- GUIDES STAFF IN PLANNING OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- SUPERVISES WORK OF SUPERVISED PERSONNEL
- REVIEWS AND EVALUATES EXISTING PROGRAM OF SUPERVISED UNIT
- CONDUCTS MEETING OF SUPERVISED UNIT
- EVALUATES WORK PERFORMANCE OF SUPERVISED STAFF
- PARTICIPATES IN SERVICE MEETING / SEMINAR / STAFF AND CASE CONFERENCE AND SEMINARS
- GIVES ORIENTATION LECTURES TO AFFILIATING STUDENTS, LAY GROUPS AND VISITORS
- COORDINATES WITH INTER-DEPARTMENT PERTAINING TO TREATMENT AND REHABILITATION PROGRAM
- DOES OTHER DUTIES AS MAY BE ASSIGNED.



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NO. OF VACANCIES : 3

POSITION TITLE : OCCUPATIONAL THERAPIST I

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 11

PLANTILLA ITEM NO.: OSEC-DOHB-OT1-3-1998,OSEC-DOHB-OT1-4-1998 MONTHLY SALARY : P 28,512.00
OSEC-DOHB-OT1-6-1998

CSC MINIMUM QUALIFICATION

EDUCATION BACHELORS DEGREE IN OCCUPATIONAL THERAPY

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- PLANS AND PREPARES OCCUPATIONAL THERAPY PROGRAM ACTIVITIES.
- EVALUATES REFERRED PATIENTS FOR OCCUPATIONAL THERAPY
- IMPLEMENTS PLANNED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- EVALUATES IMPLEMENTED OCCUPATIONAL THERAPY PROGRAM OF ACTIVITIES
- PREPARES AND SUBMITS EVALUATION OF REFERRED PATIENTS
- PREPARES AND SUBMITS REPORTS OF ACCOMPLISHMENT OF UNIT
- MAINTAINS ADEQUATE SUPPLIES, MATERIALS, AND EQUIPMENT
- ATTENDS AND PARTICIPATES IN STAFF MEETINGS, IN-SERVICE TRAINING, CASE CONFERENCES, SEMINARS, JOURNAL MEETINGS, AND CRAFT DEMONSTRATIONS.
- MAINTAINS COORDINATION WITH INTER-DEPARTMENT/AGENCY PERTAINING TO REHABILITATION AND TREATMENT PROGRAMS.
- DISSEMINATES AND IMPLEMENTS HOSPITAL ORDERS, CIRCULARS, OFFICE MEMOS, AND OTHER PERTINENT COMMUNICATIONS.
- PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERIORS.

NO. OF VACANCY : 1

POSITION TITLE : MEDICAL LABORATORY TECHNICIAN III

SERVICE/SECTION : ANATOMICAL/CLINICAL LABORATORY SECTION

SALARY GRADE : 10

PLANTILLA ITEM NO.: OSEC-DOHB-MLAB3-28-2015

MONTHLY SALARY : P 24,381.00

CSC MINIMUM QUALIFICATION

EDUCATION COMPLETION OF A COURSE OF ATLEAST FOUR (4) YEARS LEADING TO BACHELOR OF SCIENCE IN MEDICAL TECHNOLOGY OR BACHELOR OF SCIENCE IN PUBLIC HEALTH

EXPERIENCE TWO (2) YEARS OF RELEVANT EXPERIENCE

TRAINING EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY RA 1080 (MEDICAL LABORATORY TECHNICIAN)

GENERAL FUNCTION OF THE POSITION

- PERFORMS VARIOUS LABORATORY TESTS SUCH AS HEMATOLOGY,FECALYSIS,URINALYSIS AS WELL AS CHEMICAL/ BACTERIOLOGICAL OF FOOD,DRUG AND COSMETICS AND / OR AUTOPSY OF EXPERIMENTAL ANIMALS.
- CONDUCT LABORATORY ANALYSIS RESEARCH.
- MONITORS THE ACTIVITIES INVOLVED FOR LABORATORY ANALYSIS SUCH AS THE PREPERATION OF CHEMICAL REGEANTS AND OTHER MEDIA AND MICROSCOPIC EXAMINATION OF SPECIMENS.
- TRAINS STAFF ON LABORATORY EQUIPMENT OPERATION AND LABORATORY ANALYSIS RESEARCH.
- MONITORS THE CLEANLINESS AND UP KEEP OF LABORATORY EQUIPMENT AND AREA.
- REVIEWS AND ENSURES ACCURACY OF LABORATORY RESULTS PRIOR TO RELEASE.
- OPERATES, MAINTAINS AND CALIBRATES LABORATORY APPARATUS AND EQUIPMENT ACCORDING TO PRESCRIBED TECHNIQUES; ENSURES SAFEKEEPING AND PROPER UTILIZATION OF EQUIPMENT AND SUPPLIES.
- OBSERVES PROPER BIOHAZARD WASTE DISPOSAL.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY : 1

POSITION TITLE : RADIOLOGIC TECHNOLOGIST II

SERVICE/SECTION : RADIOLOGY SECTION

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-RT2-38-1998

MONTHLY SALARY : P 38,413.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR'S DEGREE IN RADIOLOGIC TECHNOLOGY

EXPERIENCE FOUR (4) HOURS OF TRAINING IN RADIOLOGIC TECHNOLOGY

TRAINING ONE (1) YEAR OF EXPERIENCE AS RADIOLOGIC TECHNOLOGY

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- PERFORMS DARK ROOM ACTIVITIES, SUCH AS MIXING DEVELOPING SOLUTION AND GENERAL CLEANING OF THE PROCESSOR.
- PROCESSES AND COLLATES FILMS FOR INTERPRETATION BY THE PHYSICIAN OR RADIOLOGIST.
- REQUISITIONS AND RECEIVES SUPPLIES AND MATERIALS.
- PERFORMS X-RAY DIAGNOSIS AND OTHER RADIOGRAPHIC TECHNIQUES AS PRESCRIBED BY THE PHYSICIAN.
- PREPARES RELEVANT REPORTS AND ACCOMPLISHES PATIENTS; PERSONAL DATA ON RECORD CARD.
- ENSURES MAINTENANCE AND UPKEEP OF RADIOLOGIC EQUIPMENT AND PREMISES.
- CONTROLSTHE MACHINE AND REGULATES THE INTENSITY OF EXPOSURE.
- SUPERVISES OTHER TECHNOLOGISTS AND STUDENT INTERNS AS NEEDED.
- ASSISTS IN OTHER EXAMINATIONS SUCH AS ULTRASOUND, MAMMOGRAPHY, RADIATION THERAPY AND CT SCAN.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : MUSICIAN

SERVICE/SECTION : ACTIVITY THERAPY SECTION

SALARY GRADE : 5

PLANTILLA ITEM NO.: OSEC-DOHB-MUSIC-26-1998

MONTHLY SALARY : P 17,205.00

CSC MINIMUM QUALIFICATION

EDUCATION HIGH SCHOOL GRADUATE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY NONE REQUIRED /MC # 10 S.2013 CAT III

GENERAL FUNCTION OF THE POSITION

- PLAY MUSICAL INSTRUMENTS
 - A. CAN PLAY ALTO SACH
 - B. GIVES MUSICAL ENTERTAINMENT TO PATIENTS AND PERSONNEL.
 - C. ASSISTS IN SOCIALIZATION.
 - D. ATTENDS TO FLAG CEREMONIES AND FLAG RETREAT.
- TRAINS PATIENTS HOW TO PLAY MUSICAL INSTRUMENTS.
- ASSISTS IN GATHERING PATIENTS FOR RECREATIONAL ACTIVITIES.
- ATTENDS SOCIAL PROGRAM COMMITTED BY THE NATIONAL CENTER FOR MENTAL HEALTH, DEPARTMENT OF HEALTH AND OTHER GOVERNMENT AGENCIES.
- REHEARS WITH OTHER MEMBERS OF THE BAND.
- KEEPS MUSICAL INSTRUMENTS IN GOOD CONDITION.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY : 1

POSITION TITLE : NURSE III

SERVICE/SECTION : NURSING SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-NURS3-203-1998

SALARY GRADE : 17

MONTHLY SALARY : P 45,138.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR OF SCIENCE IN NURSING

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- COLLABORATES WITH THE ASSISTANT CHIEF NURSE IN DEVELOPING APPLICABLE POLICIES, PROCEDURES AND STANDARDS FOR THE IMPROVEMENT OF PATIENT CARE.
- SUPERVISES AND MONITORS THE QUALITY OF NURSING SERVICES AGAINST PRESCRIBED STANDARDS IN THE ADMINISTRATION OF POLICIES BY CONDUCTING PERIODIC NURSING SERVICE AUDITS AND SOLICITING PATIENT FEEDBACK.
- MONITORS PERFORMANCE OF STAFF BY DETERMINING PERFORMANCE EFFICIENCY RATINGS AND REVIEWING WITH THEM PROCEDURES AND TECHNIQUES IN SERVICE DELIVERY.
- COLLABORATES WITH OTHER DEPARTMENTS OF THE HOSPITAL TO ALIGN NURSING ACTIVITIES WITH OTHER SERVICES.
- CONDUCTS RESEARCHES AND STUDIES TO IDENTIFY OPPORTUNITIES TO IMPROVE THE NURSING SERVICE.
- MONITORS THE ADEQUACY AND MAINTENANCE OF MEDICAL SUPPLIES AND EQUIPMENT.
- CHECKS IMPORTANT DOCUMENTS SUCH AS DAILY TIME RECORDS OF PERSONNEL AND PATIENT HOSPITAL RECORDS FOR COMPLETENESS AND ACCURACY; AND CONSOLIDATES WEEKLY, MONTHLY AND QUARTERLY REPORTS OF HOSPITAL OUTPUT.
- PARTICIPATES IN DIFFERENT NURSING COMMITTEES WHEN NECESSARY.
- PERFORMS OTHER TASKS OR FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : NURSE II

SERVICE/SECTION : NURSING SERVICE

PLANTILLA ITEM NO.: OSEC-DOHB-NURS2-229-2021

SALARY GRADE : 16

MONTHLY SALARY : P 41,616.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR OF SCIENCE IN NURSING

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- PERFORMS AND MONITORS PATIENT CARE AND OTHER NURSING ACTIVITIES SUCH AS CONDUCTING ROUNDS, SOLICITING PATIENT FEEDBACK, ADMINISTERING MEDICATIONS, AND REPORTING UNUSUAL SYMPTOMS.
- MONITORS AND EVALUATES THEIR PERFORMANCE OF STAFF NURSES AND OTHER NON-PROFESSIONAL STAFF IN PROVIDING PATIENT CARE AND ORGANIZES WORK SCHEDULES TO MAXIMIZE DEVELOPMENT.
- ORIENTS STAFF, NURSING STUDENTS, PATIENTS, AND THEIR FAMILIES IN RELATED AREAS SUCH AS PHILOSOPHY, OBJECTIVES, AND POLICIES OF THE HOSPITAL/NURSING SERVICE AND OTHER HEALTH INFORMATION.
- MONITORS THE INVENTORY AND MAINTENANCE OF SUPPLIES, EQUIPMENT, AND FACILITIES TO PROVIDE APPROPRIATE SERVICE AND A HEALTHY PHYSICAL ENVIRONMENT.
- PERFORMS ADMINISTRATIVE DUTIES, SUCH AS PREPARING REPORTS AND SCHEDULES OF ASSIGNMENTS
- PERFORMS DIRECT NURSING CARE PROCEDURES, WHICH INCLUDE BEDSIDE NURSING, HYGIENE, PRE AND POST-OPERATIVE NURSING CARE, AS WELL OF ADMISSION AND DISCHARGE DUTIES WHEN NECESSARY.
- LIAISES BETWEEN NURSES, PATIENTS, MEMBERS OF THE HEALTH TEAM, AND OTHER UNITS TO COORDINATE FUNCTIONS AND PROVIDE A HEALTHY SOCIAL ENVIRONMENT.
- MENTORS' STUDENT NURSES AND MONITORS THEIR DEVELOPMENT BY PREPARING PROGRAMS/ASSIGNMENTS WITH THE CLINICAL INSTRUCTORS AND EVALUATING PERFORMANCE.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCIES : 4

POSITION TITLE : NURSE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 15

PLANTILLA ITEM NO.: OSEC-DOHB-NUR1-708-1998,OSEC-DOHB-NUR1-105-2020
OSEC-DOHB-NUR1-220-2020,OSEC-DOHB-NUR1-43-2020

MONTHLY SALARY : P 38,413.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR OF SCIENCE IN NURSING

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- PERFORMS DIRECT NURSING CARE PROCEDURES, WHICH INCLUDE BEDSIDE NURSING, HYGIENE, PRE- AND POST-OPERATIVE NURSING CARE, AS WELL AS ADMISSION AND DISCHARGE DUTIES.
- ADMINISTERS MEDICATION.
- OBSERVES, RECORDS AND REPORTS PATIENT'S SYMPTOMS, CONDITIONS, AND PROGRESS OF TREATMENT AND THERAPY.
- PREPARES PATIENTS FOR, AND ASSISTS PHYSICIANS WITH, DIAGNOSTIC AND THERAPEUTIC PROCEDURES FOR BOTH NORMAL AND SPECIALIZED TREATMENT CASES.
- OPERATES DIAGNOSTICS MACHINES.
- MAINTAINS RECORDS REFLECTING PATIENT CONDITION, MEDICATION, AND TREATMENT.
- COORDINATES WITH OTHER SECTIONS IN THE HOSPITAL REGARDING PATIENT CAREER.
- ASSISTS IN THE EDUCATION AND REHABILITATION OF PATIENTS AND THEIR FAMILIES IN RELATION TO PHYSICAL AND MENTAL HEALTH.
- SETS UP TREATMENT TRAYS, PREPARES INSTRUMENTS AND EQUIPMENT, AND ENSURES ADEQUATE MEDICAL OR HOSPITALS SUPPLIES AND AVAILABILITY OF PROPER EQUIPMENT AND INSTRUMENTS.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : NURSING ATTENDANT II

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 6

PLANTILLA ITEM NO.: OSEC-DOHB-NATT2-268-1998

MONTHLY SALARY : P 18,255.00

CSC MINIMUM QUALIFICATION

EDUCATION ELEMENTARY SCHOOL GRADUATE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY NONE REQUIRED/MC # 10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- TAKES THE RECORDS OF VITAL SIGNS OF PATIENTS.
- PERFORMS BEDSIDE NURSING CARE, SUCH AS REMOVING BED PANS, TUBE FEEDING, SUCTIONING, CATHETERIZATION, GIVING OF ENEMA AND BATHING OF PATIENTS
- PREPARES PATIENT FOR SURGERY AS SCHEDULED AND EMERGENCY
- ANSWER PATIENTS CALLS
- BRINGS SPECIMENS TO LABORATORY
- RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED
- REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY SECTION
- MAINTAINS CLEANLINESS OF EQUIPMENT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCIES : 3

POSITION TITLE : NURSING ATTENDANT I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-NATT1-582-1998
OSEC-DOHB-NATT2-276-1998
OSEC-DOHB-NATT2-281-1998

MONTHLY SALARY : P 16,209.00

CSC MINIMUM QUALIFICATION

EDUCATION ELEMENTARY SCHOOL GRADUATE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY NONE REQUIRED/MC # 10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- TAKES THE RECORDS OF VITAL SIGNS OF PATIENTS.
- PERFORMS BEDSIDE NURSING CARE, SUCH AS REMOVING BED PANS, TUBE FEEDING, SUCTIONING, CATHETERIZATION, GIVING OF ENEMA AND BATHING OF PATIENTS
- PREPARES PATIENT FOR SURGERY AS SCHEDULED AND EMERGENCY
- ANSWER PATIENTS CALLS
- BRINGS SPECIMENS TO LABORATORY
- RECORDS INTAKE AND OUTPUT OF PATIENTS AS ORDERED
- REQUISITIONS SUPPLIES FROM THE CENTRAL SUPPLY SECTION
- MAINTAINS CLEANLINESS OF EQUIPMENT
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCIES : 3

POSITION TITLE : MIDWIFE I

SERVICE/SECTION : NURSING SERVICE

SALARY GRADE : 9

PLANTILLA ITEM NO.: OSEC-DOHB-MDWF1-62-2016
OSEC-DOHB-MDWF1-66-2016
OSEC-DOHB-MDWF1-61-2016

MONTHLY SALARY : P 22,219.00

CSC MINIMUM QUALIFICATION

EDUCATION COMPLETION OF MIDWIFERY COURSE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- ATTENDS AND ASSISTS NORMAL DELIVERIES INCLUDING MINOR SURGERIES.
- PROVIDE BASIC AND INTENSIVE PRE-NATAL AND POST NATAL NURSING CARE PROCEDURES TO INFANT AND THEIR MOTHERS.
- RENDERS BASIC PHYSICAL EXAMINATION PROCEDURES ON BABIES AND MOTHERS.
- CARES FOR AND ASSISTS THE MOTHER DURING LABOR AND TO MONITOR THE FETUS-IN-UTERO BY APPROPRIATE CLINICAL AND TECHNICAL MEANS.
- ASSISTS THE NURSE IN PREPARING THE PATIENT FOR SURGERY; PREPARES SUPPLIES AND EQUIPMENT;AND ENSURES THE CLINELINESS AND STERILITY OF SURGICAL INSTRUMENTS.
- GIVES ADVICE ON THE NECESSARY EXAMINATION FOR THE EARLIEST POSSIBLE DIAGNOSIS OF PREGNANCIES AT RISK.
- ASSISTS PATIENTS IN LABOR ROOM , RECOVERY AND DELIVERY ROOM.
- MONITORS INVENTORY AND MAINTENANCE OF SUPPLIES AND EQUIPMENT.
- EDUCATES AND COUNSELS WOMEN ON REPRODUCTIVE HEALTH AND FAMILY PLANNING.
- PERFORMS OTHER DUTIES AS MAY ASSIGNED.



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NO. OF VACANCY : 1

POSITION TITLE : COMPUTER MAINTENANCE TECHNOLOGIST III

SERVICE/SECTION : HOPSS/IHOMP

SALARY GRADE : 17

PLANTILLA ITEM NO.: OSEC-DOHB-CTMT3-15-2013

MONTHLY SALARY : P 45,138.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELOR'S DEGREE RELEVANT TO THE JOB

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY CS PROFESSIONAL/2ST LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- ENSURES THAT THE BASIC TEST EQUIPMENT IS IN GOOD WORKING CONDITION
- MANAGES THE REPAIR SERVICES TO BE OUTSOURCED IN CASE OF BREAKDOWN.
- FILES DOCUMENTS RECORDING OPERATIONAL STATUS OF THE SERVERS AND NETWORK SYSTEMS,
- ASSISTS IN THE PREPARATION OF INCIDENT REPORTS IN CASE OF TECHNICAL AND SYSTEMS BREAKDOWN.
- ASSISTS IN ORGANIZING AND SCHEDULING PREVENTIVE MAINTENANCE ACTIVITIES.
- ASSISTS IN THE PREPARATION OF TERMS OF REFERENCE AS BASIS FOR OUTSOURCING EITHER PREVENTIVE MAINTENANCE OR REPAIR SERVICES AND OPERATIONAL STATUS REPORTS OF THE SERVERS AND NETWORK SYSTEMS
- PERFORMS OTHER FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY : 1

POSITION TITLE : ADMINISTRATIVE ASSISTANT III

SERVICE/SECTION : HOPSS/ PAVILION 3

SALARY GRADE : 9

PLANTILLA ITEM NO.: OSEC-DOHB-ADAS3-82-2004

MONTHLY SALARY : P 22,219.00

CSC MINIMUM QUALIFICATION

EDUCATION COMPLETION OF TWO (2) YEARS OF STUDIES IN COLLEGE OR HIGHSCHOOL GRADUATE W/ RELEVANT VOCATIONAL/TRADE COURSE

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY CS SUB PROFESSIONAL/1ST LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- PREPARES ROUTINE CORRESPONDENCE, ENDORSEMENT, REPORTS, MEMORANDA, AND OTHER OFFICIAL DOCUMENTS AS DIRECTED.
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
- PROCESS INCOMING DOCUMENTS UPON RECEIPTS
- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED



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NO. OF VACANCY : 1

POSITION TITLE : ADMINISTRATIVE AIDE IV (CLERK II)

SERVICE/SECTION : HOPSS/CENTER FOR WELLNESS

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-ADA4-373-2004

MONTHLY SALARY : P 16,209.00

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF TWO (2) YEARS OF STUDIES IN COLLEGE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

CS SUB- PROFESSIONAL/ 1ST LEVEL ELIGIBILITY

GENERAL FUNCTION OF THE POSITION

- PREPARES ROUTINE CORRESPONDENCE, ENDORSEMENT, REPORTS, MEMORANDA, AND OTHER OFFICIAL DOCUMENTS AS DIRECTED.
- RECEIVES AND RECORDS ALL OFFICIAL COMMUNICATIONS AND REPORTS, AND ROUTES CIRCULARS AND MEMORANDA UPON INSTRUCTIONS.
- COMPLIES AND MAINTAINS SIMPLE CONTROL OF RECORDS FOR SAFEKEEPING AND READY REFERENCE
- PROCESS INCOMING DOCUMENTS UPON RECEIPTS
- PERFORMS PREVENTIVE MAINTENANCE OF OFFICE EQUIPMENT IN HIS/HER OFFICE
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED

NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE IV (MECHANIC I)

SERVICE/SECTION : TRANSPORT SECTION

SALARY GRADE : 4

PLANTILLA ITEM NO.: OSEC-DOHB-ADA4-394-2004

MONTHLY SALARY : P 16,209.00

CSC MINIMUM QUALIFICATION

EDUCATION

HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

MECHANIC (MC NO. 10S. 2013 - CAT II)

GENERAL FUNCTION OF THE POSITION

- INSPECT, REPAIRS, OVERHAULS, TESTS, ADJUSTS, AND MAINTAINS VEHICLES, VARIOUS TYPES OF COMPLEX MACHINERY, AND OTHER MECHANICAL EQUIPMENT.
- REQUESTS FOR SPARE PARTS NEEDED FOR REPAIRS.
- MAINTAINS THE CLEANLINESS OF HIS/HER WORK AREA.
- DRIVES ANY ASSIGNED OFFICIAL VEHICLE AS THE NEED ARISES.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

POSITION TITLE : ADMINISTRATIVE AIDE III (UTILITY WORKER II)

SERVICE/SECTION : HOPSS/CENTRAL ADMIN UNIT
PLANTILLA ITEM NO.: OSEC-DOHB-ADA3-536-2004

SALARY GRADE : 3
MONTHLY SALARY : P 15,265.00

CSC MINIMUM QUALIFICATION

EDUCATION COMPLETION OF TWO (2) YEARS OF STUDIES IN COLLEGE

EXPERIENCE NONE REQUIRED

TRAINING NONE REQUIRED

ELIGIBILITY NONE REQUIRED/ MC#10 S. 2013 CAT. III

GENERAL FUNCTION OF THE POSITION

- PERFORMS CLERICAL WORK SUCH AS RECORDS KEEPING, TYPING AND ANSWERING PHONE CALLS.
- RECEIVING AND RELEASING OF RELEVANT DOCUMENTS
- MOPS AND SCRUBS FLOORS AND WALLS OF THE SECTION.
- MAINTAINS THE CLEANLINESS OF THE SECTION
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.

NO. OF VACANCY: 1

POSITION TITLE : ACCOUNTANT II

SERVICE/SECTION : FINANCE SERVICE
PLANTILLA ITEM NO.: OSEC-DOHB-A2-15-1998

SALARY GRADE : 16
MONTHLY SALARY : P 41,616.00

CSC MINIMUM QUALIFICATION

EDUCATION BACHELORS DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING

EXPERIENCE ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY RA 1080

GENERAL FUNCTION OF THE POSITION

- PREPARES FINANCIAL REPORTS FOR THE COMMISSION ON AUDIT (COA), DEPARTMENT OF BUDGET AND MANAGEMENT (DBM), NATIONAL GOVERNMENT AGENCIES (NGAS).
- PREPARES PERIODIC MANAGEMENT AND ADMINISTRATIVE REPORTS.
- CERTIFIES BUDGET AND ACCOUNTING-RELATED DOCUMENTS SUCH AS DISBURSEMENT VOUCHERS.
- MANAGES ARCHIVING AND ACCOUNTING OF DOCUMENTS, FINANCIAL STATEMENTS AND BOOK OF ACCOUNTS.
- ATTENDS TO ROUTINE ADMINISTRATIVE MATTERS.
- PERFORMS OTHER DUTIES AS MAY BE ASSIGNED.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.



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NO. OF VACANCY: 1

POSITION TITLE : MEDICAL EQUIPMENT TECHNICIAN I

SERVICE/SECTION : FACILITIES AND EQUIPMENT MAINTENANCE SECTION

SALARY GRADE : 6

PLANTILLA ITEM NO.: OSEC-DOHB-MEQT1-233-2014

MONTHLY SALARY : P 18,255.00

CSC MINIMUM QUALIFICATION

EDUCATION

COMPLETION OF RELEVANT TWO (2) YEARS STUDIES IN COLLEGE OR COMPLETION OF RELEVANT MEDICAL LABORATORY TECHNICIAN COURSE

EXPERIENCE

NONE REQUIRED

TRAINING

NONE REQUIRED

ELIGIBILITY

EQUIPMENT TECHNICIAN (MC # 10 S. 2013 CAT II)

GENERAL FUNCTION OF THE POSITION

- INSPECT AND TEST MALFUNCTIONING MEDICAL AND RELATED EQUIPMENT FOLLOWING MANUFACTURERS' SPECIFICATIONS, USING TEST AND ANALYSIS INSTRUMENTS.
- EXAMINE MEDICAL EQUIPMENT AND FACILITY'S STRUCTURAL ENVIRONMENT AND CHECK FOR PROPER USE OF EQUIPMENT, TO PROTECT PATIENTS AND STAFF FROM ELECTRICAL OR MECHANICAL HAZARDS AND TO ENSURE COMPLIANCE WITH SAFETY REGULATIONS.
- DISASSEMBLE MALFUNCTIONING EQUIPMENT AND REMOVE, REPAIR AND REPLACE DEFECTIVE PARTS SUCH AS MOTORS, CLUTCHES OR TRANSFORMERS.
- KEEP RECORDS OF MAINTENANCE, REPAIR AND REQUIRED UPDATES OF EQUIPMENT.
- PERFORM PREVENTIVE MAINTENANCE OR SERVICE SUCH AS CLEANING, LUBRICATING AND ADJUSTING EQUIPMENT.
- TEST AND CALIBRATE COMPONENTS AND EQUIPMENT FOLLOWING MANUFACTURERS MANUAL AND TROUBLESHOOTING TECHNIQUES, USING HAND TOOLS, POWER TOOLS AND MEASURING DEVICES.
- EXPLAIN AND DEMONSTRATE CORRECT OPERATION AND PREVENTIVE MAINTENANCE OF MEDICAL EQUIPMENT TO PERSONNEL STUDY TECHNICAL MANUALS AND ATTEND TRAINING SESSIONS PROVIDED BY EQUIPMENT MANUFACTURERS TO MAINTAIN CURRENT KNOWLEDGE.
- PERFORMS OTHER RELATED FUNCTIONS AS MAY BE ASSIGNED.