

Republic of the Philippines
BATAAN GENERAL HOSPITAL AND MEDICAL CENTER
Request for Publication of Vacant Positions



MARY JOY Q. POMER, Rpsy
HRMO

Date: 8/18/2020

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BATAAN GENERAL HOSPITAL AND MEDICAL CENTER in the CSC website:

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III	ADOF3-150067-2016	14	29,277.00	Bachelor's Degree Relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		Health Information Management
2	Administrative Officer II	ADOF2-150062-2016	11	22,316.00	Bachelor's Degree Relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional		ADMITTING
3	Administrative Officer I	ADOF1-150067-2016	10	20,219.00	Bachelor's Degree Relevant to the job	None Required	None Required	Career Service Professional		CASHIER
4	Administrative Assistant II	ADAS2-150050-2016	8	17,505.00	Completion of 2 years studies in College	4 Hours Relevant Training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Human Resource Management Office
5	Administrative Assistant II	ADAS2-150050-2015	8	17,505.00	Completion of 2 years studies in College	4 Hours Relevant Training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		BUDGET
6	Administrative Assistant II	ADAS2-150067-2016	8	17,505.00	Completion of 2 years studies in College	4 Hours Relevant Training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Pharmacy Section
7	Administrative Assistant I	ADAS1-150041-2016	7	16,458.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		Property and Supply
8	Administrative Assistant I	ADAS1-150037-2016	7	16,458.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		Property and Supply
9	Administrative Assistant I	ADAS1-150028-2013	7	16,458.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		ADMITTING
10	Administrative Assistant I	ADAS1-150040-2016	7	16,458.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		PROCUREMENT
11	Administrative Assistant I	ADAS1-150049-2016	7	16,458.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility		PROCUREMENT

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 28, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Original and Photocopy of **Authenticated** certificate of eligibility/rating/license;
4. Original and Photocopy of **Certified True Copy of** Transcript of Records and Diploma;
5. Photocopy of Specialty Diplomate, Fellow, AO NO. 1 s. 1999 (if applicable)
6. Photocopy Residency Training Certificate (if applicable)
7. Photocopy of NBI Clearance
8. Photocopy of Philhealth Accreditation (if applicable)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARY JOY Q. POMER

Psychologist II

Manahan St., Brgy. Tenejero Balanga City, Bataan

bataanghmc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.