

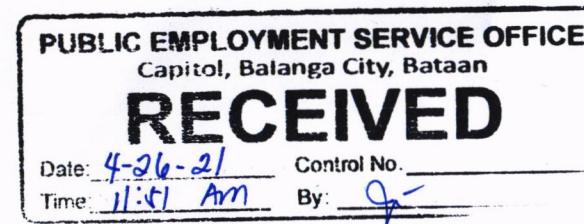
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Hospital Housekeeper	OSEC-DOHB-HHKPER-2-2015	8	18,251.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required		Housekeeping
12	Hospital Housekeeper	OSEC-DOHB-HHKPER-150039-2016	8	18,251.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None Required		Housekeeping
13	Administrative Assistant I	OSEC-DOHB-ADAS1-150024-2016	7	17,179.00	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility		Admitting
14	Administrative Assistant I	OSEC-DOHB-ADAS1-150025-2016	7	17,179.00	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Sub-Professional) / First Level Eligibility		Property and Supply
15	Administrative Assistant I	OSEC-DOHB-ADAS1-150037-2016	7	17,179.00	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Sub-Professional) / First Level Eligibility		Property and Supply
16	Administrative Assistant I	OSEC-DOHB-ADAS1-150049-2016	7	17,179.00	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Sub-professional) / First Level Eligibility		Procurement
17	Administrative Aide III (Utility Worker II)	OSEC-DOHB-ADA3-150145-2016	3	13,572.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s.2013 - Cat. III)		Nutrition and Dietetics

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 **May 6, 2021**.

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 Diplomat, Fellow, AO NO. 1 s. 1999** (if applicable)
6. Photocopy **Residency Training Certificate** (if applicable)
7. Original and 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, RPsy
 Supervising Administrative Officer
 Manahan St., Brgy. Tenejero Balanga City, Bataan
recruitment.bataanghmc@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.