



EASTERN VISAYAS REGIONAL MEDICAL CENTER

Tacloban City, Philippines 6500

NOTICE OF VACANCY

July 18, 2019

Vacancy for the following positions are hereby announced for filling up.

| No. | Position Title (Parenthetical Title, if applicable) | Number of Position | Salary/ Job/ Pay Grade | Qualification Standards | | | | |
|-----|---|--------------------|------------------------|---|-------------------------------|--------------------------------|---|-------------------------------------|
| | | | | Education | Training | Experience | Eligibility | Competency (if applicable) |
| 1 | ACCOUNTANT III | 1 | 19 | Bachelor's Degree in Commerce/Business Administration major in Accounting | 8 hours of relevant training | 2 year of relevant experience | RA 1080 (Accountancy) | Preferably with hospital experience |
| 2 | ADMINISTRATIVE ASSISTANT III (Computer Operator II) | 2 | 9 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-Professional) First Level Eligibility | Preferably with hospital experience |
| 3 | SUPERVISING ADMINISTRATIVE OFFICER | 1 | 22 | Bachelor's Degree relevant to the Job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional)/ Second Level Eligibility | Preferably with hospital experience |
| 4 | COMPUTER MAINTENANCE TECHNOLOGIST II | 1 | 15 | Bachelor's Degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | Preferably with hospital experience |
| 5 | NURSE II | 2 | 15 | Bachelor of Science in Nursing | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | Preferably with hospital experience |
| 6 | NURSE III | 2 | 17 | Bachelor of Science in Nursing | 8 hours of relevant training | 2 year of relevant experience | RA 1080 | Preferably with hospital experience |

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| 7 | NURSING ATTENDANT I | 1 | 4 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96 - Cat III) | Preferably with hospital experience |
| 8 | NURSING ATTENDANT II | 4 | 6 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96 - Cat III) | Preferably with hospital experience |

EVRMC promotes equal employment opportunity for men and women at all levels of position, provided that applicants meet the minimum requirements of the position without discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or other characteristics protected by the law such as but not limited to persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities (SOGI).

For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled Date of Exam and Interview.

NOTE All qualified next-in-rank shall be automatically considered candidate for promotion. As such, they shall submit within the prescribed period the documentary requirements necessary in the screening procedure as stated below. None submission of said requirements on time shall mean a waiver of their possible promotion.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the Medical Center Chief office not later than July 31, 2019.

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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma.

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:


MARIA REGINA G. MARTINEZ
 Administrative Officer III

Noted by:


SONIETA M. GERBOLINGO
 SAO, Head of the Human Resource