



EASTERN VISAYAS REGIONAL MEDICAL CENTER
Tacloban City, Philippines 6500

NOTICE OF VACANCY

April 13, 2020

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

No.	Position Title	Number of position	Salary / Job/ Pay Grade	Qualification Standards				
				Education	Training	Experience	Eligibility	Competency (if applicable)
1	SEAMSTRESS	1	2	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96 - Cat III)	Preferably with hospital experience
2	ADMINISTRATIVE AIDE III (UTILITY WORKER II [A])	1	3	Must be able to read and write/ Elementary School Graduate	None Required	None Required	Relevant MC 11 s. 1996	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 Office of the **Human Resource Management Section** not later than April 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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the Office of the **Human Resource Management Section** addressed to:


SALVADOR B. EVARDONE MD
Medical Center Chief II
Brgy. 93, Bagacay, Tacloban City
evrmchrms.rs@gmail.com

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