



**EASTERN VISAYAS REGIONAL MEDICAL CENTER**  
Tacloban City, Philippines 6500

**NOTICE OF VACANCY**

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

Date: **December 15, 2020**

| No. | Position Title<br>(Parenthetical Title, if applicable)       | Number of Position | Salary/Job/ Pay Grade | Qualification Standards |                            |                                |  |                                     | Place of Assignment    |
|-----|--|--------------------|-----------------------|-------------------------|----------------------------|--------------------------------|--|-------------------------------------|------------------------|
|     |  |                    |                       | Education               | Training                   | Experience                     | Eligibility  | Competency (if applicable)          |                        |
| 1   | ADMINISTRATIVE OFFICER V (Senior Records Management Analyst) | 1                  | 18                    | Bachelor's degree       | 8 hours relevant training  | 2 years of relevant Experience | Career Service (Professional) Second level eligibility | Preferably with hospital experience | Medical Records        |
| 2   | SUPERVISING ADMINISTRATIVE OFFICER (Supply Officer IV)       | 1                  | 22                    | Bachelor's degree       | 16 hours relevant training | 3 years of relevant Experience | Career Service (Professional) Second level eligibility | Preferably with hospital experience | Administrative Service |

**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 **December 30, 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](http://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.

**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