



**EASTERN VISAYAS MEDICAL CENTER**  
Brgy. 93 Bagacay, Tacloban City, Philippines 6500

### NOTICE OF VACANCY

Date: June 07, 2022

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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job/ Pay Grade	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Assistant II (Administrative Assistant)	OSEC-DOHB-ADAS2-540046-2015 OSEC-DOHB-ADAS2-540045-2015	8	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility	Administrative Service

This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discriminating on the basis of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual or gender identity and expression (SOGIE).

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 Department** not later than June 17, 2022.

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.

**QUALIFIED APPLICANTS** are advised to address their application to:


SALVADOR B. EVARDONE MD, MHA, MPH, CESE

Medical Center Chief II

Brgy. 93, Bagacay, Tacloban City


[evrmcjobapplication@gmail.com](mailto:evrmcjobapplication@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