



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

NOTICE OF VACANCY

Date: June 28, 2022

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

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/J ob/ Pay Grade	Qualification Standards				Place of Assignment
				Education	Training	Experience	Eligibility	
1	Administrative Assistant I (Secretary I (B))	OSEC-DOHB-ADAS1-540091-2015 OSEC-DOHB-ADAS1-540071-2015	7	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First level eligibility	Administrative Service
2	Administrative Assistant I (Computer Operator I)	OSEC-DOHB-ADAS1-540085-2015 OSEC-DOHB-ADAS1-540072-2015 OSEC-DOHB-ADAS1-540058-2015	7	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First level eligibility	Administrative Service
3	Administrative Assistant II (Accounting Clerk III)	OSEC-DOHB-ADAS2-540039-2015	8	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility	Cash Operation
4	Administrative Assistant III (Buyer III)	OSEC-DOHB-ADAS3-540026-2015	9	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
5	Administrative Officer I (Records Officer I)	OSEC-DOHB-ADOF1-540020-2015	10	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	Administrative Service

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6	Administrative Officer I (Cashier I)	OSEC-DOHB-ADOF1-540014-2015	10	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	Administrative Service
7	Administrative Officer II (Information Officer I)	OSEC-DOHB-ADOF2-540002-2014	11	Bachelor's degree	None required	None required	Career Service (Professional) Second level eligibility	Administrative Service
8	Medical Equipment Technician IV	OSEC-DOHB-MEQT4-540236-2015	13	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	16 hours relevant training	3 years relevant experience	Medical Equipment Technician (CSC MC 10, s. 2013-Cat. II)	Engineering and Facilities Management Department

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 discrimination 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 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 **July 11, 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;
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

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