


Republic of the Philippines  
**WESTERN VISAYAS MEDICAL CENTER**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the **Western Visayas Medical Center** in the CSC website:

  
ANABELLE B. BANES  
HRMO

Date: December 28, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE ASSISTANT I (SECRETARY I)	OSEC-DOHB-ADAS1-420022-2015	7	17,899.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL)/ FIRST LEVEL ELIGIBILITY		POTOTAN MENTAL HEALTH UNIT

**Instructions/Remarks:**

**NO APPLICATIONS SHALL BE DISCRIMINATED IN THE SELECTION PROCESS ON ACCOUNT OF GENDER, CIVIL STATUS, DISABILITY, RELIGION, ETHNICITY OR POLITICAL AFFILIATION**

Interested and qualified applicants should signify interest through this link: <https://wvmmciloilo.com/HRMO> not later than **January 12, 2023**.

**QUALIFIED APPLICANTS** are advised to apply through:  
<https://wvmmciloilo.com/HRMO>

**Ready and upload the following required documents upon application:**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), with the required Work Experience Sheet, 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. Certificate of eligibility/rating/license; and
4. Transcript of Records.

**ONLY THOSE WHO HAVE APPLIED WITH COMPLETE DOCUMENTS AND MET ALL THE REQUIRED QUALIFICATION STANDARDS WILL BE CONSIDERED.**