

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:


MARIA CORAZON T. BERJES
HRMO

Date: October 11, 2023

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	SENIOR HEALTH PROGRAM OFFICER	OSEC-DOHB-SRHPO-420027-2021	18	46,725.00	BACHELOR'S DEGREE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		HEALTH EMERGENCY AND DISASTER MANAGEMENT UNIT
2	SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)	OSEC-DOHB-SADOF-420011-2014	22	71,511.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		BUDGET SECTION
3	ACCOUNTANT I	OSEC-DOHB-A1-420291-2021	12	29,165.00	BACHELOR'S DEGREE IN COMMERCE/BUSINESS ADMINISTRATION MAJOR IN ACCOUNTING	NONE REQUIRED	NONE REQUIRED	RA 1080		ACCOUNTING SECTION
4	ADMINISTRATIVE OFFICER I (CASHIER I)	OSEC-DOHB-ADOF1-420013-2015	10	23,176.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		CASH OPERATION SECTION
5	ADMINISTRATIVE OFFICER I (CASHIER I)	OSEC-DOHB-ADOF1-420062-2014	10	23,176.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		CASH OPERATION SECTION
6	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DOHB-ADAS3-420015-2015	9	21,211.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		OFFICE OF THE MEDICAL CENTER CHIEF
7	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DOHB-ADAS3-420020-2015	9	21,211.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		BILLING UNIT
8	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	OSEC-DOHB-ADAS2-420034-2015	8	19,744.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		ACCOUNTING SECTION
9	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DOHB-ADAS3-420024-2014	9	21,211.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		ENGINEERING AND FACILITIES MANAGEMENT SECTION

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10	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	OSEC-DOHB-ADAS3-420020-2014	9	21,211.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUBPROFESSIONAL) FIRST LEVEL ELIGIBILITY		PROCUREMENT SECTION
11	ADMINISTRATIVE AIDE VI (ELECTRICIAN II)	OSEC-DOHB-ADA6-420016-2004	6	17,553.00	HIGH SCHOOL GRADUATE** OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	ELECTRICIAN (MC NO. 10, S. 2013-CAT. II)		ENGINEERING AND FACILITIES MANAGEMENT SECTION
12	ADMINISTRATIVE AIDE VI (COMMUNICATIONS EQUIPMENT OPERATOR II)	OSEC-DOHB-ADA6-420063-2014	6	17,553.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE** WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	COMMUNICATIONS EQUIPMENT OPERATOR (MC NO. 10, S. 2013-CAT. II)		INTEGRATED MANAGEMENT INFORMATION SYSTEM SECTION
13	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	OSEC-DOHB-ADA6-420064-2014	6	17,553.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED (MC NO. 10, S. 2013-CAT. III)		ENGINEERING AND FACILITIES MANAGEMENT SECTION
14	ADMINISTRATIVE AIDE V (CARPENTER II)	OSEC-DOHB-ADA5-420013-2004	5	16,543.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	CARPENTER (MC NO. 10, S. 2013-CAT. II)		ENGINEERING AND FACILITIES MANAGEMENT SECTION
15	ADMINISTRATIVE AIDE V (PLUMBER II)	OSEC-DOHB-ADA5-420125-2014	5	16,543.00	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PLUMBER (MC NO. 10, S. 2013-CAT. II)		ENGINEERING AND FACILITIES MANAGEMENT SECTION

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://wmciloilo.com/HRMO> not later than **October 27, 2023**.

QUALIFIED APPLICANTS are advised to apply through:

<https://wmciloilo.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;
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.