

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:


MARK CORAZON T. BERJES
HRMO

Date: November 03, 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	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	OSEC-DOHB-ADOF1-420013-2015	10	23,176.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (PROFESSIONAL) SECOND LEVEL ELIGIBILITY		ACCOUNTING 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 **November 20, 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.