

Republic of the Philippines  
Department of Health  
**BAGUO GENERAL HOSPITAL AND MEDICAL CENTER**  
Baguio City

Form No.: HS-HRM-0019-0  
Revision No.: 0  
Effective: August 01, 2014

**LIST OF VACANT POSITIONS**

STATION	POSITION	SG	ITEM NUMBER	QUALIFICATION STANDARDS			ELIGIBILITY
				EDUCATION	EXPERIENCE	TRAINING	
BGHMC	Medical Specialist III	24	DSEC-00HB-MOSP3-90005-1998; -90001-2015; -90012-1998; -90029-2013	Doctor of Medicine with a certificate as Fellow and/or Diplomate of the relevant Accredited Specialty Society	Two (2) years relevant Experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Officer IV	23	DSEC-00HB-MOOF4-90013-2014; -90022-2014; -90009-2015; -90129-2013; -90130-2013; -90086-2015; -90102-2015; -90104-2015; -90172-2015; -90125-2015; -90132-2015;	Doctor of Medicine	Two (2) years relevant experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Specialist II	23	DSEC-00HB-MOSP2-90011-2017; -90013-1998; -90023-1998; -90027-1998	Doctor of Medicine	Two (2) years relevant experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Officer III	21	DSEC-00HB-MOOF3-90004-2010; -90006-2013; -90008-2010; -90009-2013; -90011-2013; -90013-2013; -90018-1998; -90019-2013; -90022-2015; -90023-2015; -90024-2015; -90025-2015; -90029-1998; -90045-1998; -90047-1998; -90049-1998; -90022-1998	Doctor of Medicine	None Required	None Required	R.A. 1080
BGHMC	Administrative Assistant II	8	DSEC-00HB-ADAS2-90023-2016; -90024-2016; -90009-2004; -90010-2014; -90010-2004; -90067-2015; -90082-2015; -90014-2004; -90002-2017; -90003-2017	Completion of two years studies in College	One (1) year of relevant experience	four (4) hours of relevant training	Career Service (Subprof) (First Level Eligibility)
BGHMC	Administrative Assistant I	7	DSEC-00HB-ADAS1-90004-2015; -90008-2014; -90009-2014; -90018-2015; -90019-2015; -90034-2015; -90035-2015; -90036-2015; -90037-2015; -90038-2015; -90016-2004	Completion of two (2) year studies in College	None Required	None Required	Career Service (Subprof) (First Level Eligibility)

*Priscilla P. Galuste*  
**PRISCILLA P. GALUSTE, MPA**  
Chief Administrative Officer

*Vilma D. Moltis*  
**VILMA D. MOLTIS, MPA**  
Supervising Administrative Officer

OFFICE ADDRESS : Baguio General Hospital & Medical Center  
CONTACT PERSON: Ms. Vilma D. Moltis, MPA  
TELEPHONE NO. : 442-4216 loc. 374/375

Date Received: \_\_\_\_\_

Date Published: \_\_\_\_\_

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Department of Health  
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**LIST OF VACANT POSITIONS**

STATION	POSITION	ITEM NUMBER	QUALIFICATION STANDARDS			ELIGIBILITY
			EDUCATION	EXPERIENCE	TRAINING	
BGHMC	Medical Specialist III	DSEC-DOHB-MDSP3-90005-1998; -90011-2015; -90012-1998; -90039-2013	Doctor of Medicine with a certificate as Fellow and/or Diplomate of the relevant Accredited Specialty Society	Two (2) years relevant Experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Officer IV	DSEC-DOHB-MOF4-90013-2014; -90022-2014; -90069-2015; -90129-2013; -90130-2013; -90086-2015; -90102-2015; -90104-2015; -90112-2015; -90125-2015; -90132-2015;	Doctor of Medicine	Two (2) years relevant experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Specialist II	DSEC-DOHB-MDSP2-90011-2017; -90013-1998; -90023-1998; -90027-1998	Doctor of Medicine	Two (2) years relevant experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Officer III	DSEC-DOHB-MOF3-90004-2010; -90006-2013; -90008-2010; -90009-2013; -90011-2013; -90013-2013; -90018-1998; -90019-2013; -90022-2015; -90023-2015; -90024-2015; -90025-2015; -90029-1998; -90045-1998; -90047-1998; -90049-1998; -90072-1998	Doctor of Medicine	None Required	None Required	R.A. 1080
BGHMC	Administrative Assistant II	DSEC-DOHB-ADAS2-90023-2016; -90024-2016; -90009-2004; -90010-2014; -90010-2004; -90067-2015; -90082-2015; -90014-2004; -90002-2017; -90003-2017	Completion of two years studies in College	One (1) year of relevant experience	four (4) hours of relevant training	Career Service (Subprof) (First Level Eligibility)
BGHMC	Administrative Assistant I	DSEC-DOHB-ADASI-90004-2015; -90008-2014; -90009-2014; -90018-2015; -90019-2015; -90034-2015; -90035-2015; -90036-2015; -90037-2015; -90038-2015; -90016-2004	Completion of two (2) year studies in College	None Required	None Required	Career Service (Subprof) (First Level Eligibility)

*Priscilla P. Galiste*  
**PRISCILLA P. GALISTE, MPA**  
Chief Administrative Officer

*Wilma D. Moltis*  
**WILMA D. MOLTIS, MPA**  
Supervising Administrative Officer

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OFFICE ADDRESS: Baguio General Hospital & Medical Center  
CONTACT PERSON: Ms. Vilma O. Moltis, MPA  
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