



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

**LIST OF VACANT POSITIONS**

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

STATION	POSITION	ITEM NUMBER	QUALIFICATION STANDARDS				
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
BGHMC	Medical Specialist III	24	OSEC-DOH8-MOSP3-90005-1998; -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	23	OSEC-DOH8-MOOF4-90013-2014; -90022-2014; -90069-2015; -90129-2013; -90130-2013; -90086-2015; -90102-2015; -90104-2015; -90112-2015; -90125-2015; -90132-2015; 90065-2015; -90097-2015; -90098-2015; -90099-2015;	Doctor of Medicine	Two (2) years relevant experience	eight (8) hours relevant training	R.A. 1080
BGHMC	Medical Specialist II	23	OSEC-DOH8-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	OSEC-DOH8-MOOF3-90006-2010; -90006-2013; -90008-2010; -90009-2013; -90011-2013; -90013-2013; -90018-1998; -90027-2015; -90027-2015; -90023-2015; -90024-2015; -90025-2015; -90029-1998; -90045-1998; -90047-1998; -90049-1998; -90025-2013; -90048-2015; -90049-2015; -90050-2015; -90027-2010; -90055-1998	Doctor of Medicine	None Required	None Required	R.A. 1080
BGHMC	Medical Technologist II	15	OSEC-DOH8-MOTK2-90123-2013	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	One (1) year of relevant experience	four (4) hours of relevant training	R.A. 1080

**VILMA D. MOLITO, MPA**

Supervising Administrative Officer

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

**PRISCILLA P. GABSTE, MPA**  
Chief Administrative Officer

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



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				EDUCATION	EXPERIENCE	TRAINING	
BGHMC	Medical Technologist I	II	OSEC-DGHR-MOTK1-90015-2015	Bachelor's Degree in Med. Technology or Bachelor of Science in Public Health	None Required	None required	R.A. 1080
BGHMC	Occupational Therapist	II	OSEC-DGHR-OT1-90024-2015; -90025-2015	Bachelor's Degree in Occupational Therapist I	None Required	None Required	R.A. 1080
BGHMC	Medical Laboratory Technician III	10	OSEC-DGHR-MLAB3-90011-2015; -90046-2014; -90047-2014	Completion of a course of at least Four (4) years leading to the degree or B. S. in Medical Technology or B. S. in Public Health	Two (2) years of relevant experience	Eight (8) hours of relevant training	R.A. 1080 (Med. Lab. Technician)
BGHMC	Medical Equipment Technician II	8	OSEC-DGHR-MEOT2-90010-2015; -90011-2015	Completion of relevant 2 yrs. Studies in college or completion of rel. Medical Laboratory Technician course	1 year of relevant experience	4 hours of relevant training	Med. Equipment Technician (M.C. No. 10, s. 2013)
BGHMC	Administrative Assistant II	8	OSEC-DGHR-ADAS2-90023-2016; -90024-2016; -90010-2014; -90010-2004; -90067-2015; -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	OSEC-DGHR-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)

*Vilma G. Molito*  
**VILMA G. MOLITO, MPA**

*Priscilla P. Galuste*  
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BGHMC	Administrative Officer I	10	OSEC-DOHR-ADOFI-90012-2016;-90035-2014	Bachelor's degree relevant to the job	None required	None required	CS Professional (Second Level Eligibility)
BGHMC	Administrative Assistant III	9	OSEC-DOHR-ADAS3;-90111-2015;-90112-2015	Completion of two years studies in College	None required	None required	Career Service (Subprof) (First Level Eligibility)
BGHMC	Social Welfare Assistant	8	OSEC-DOHR-SOCWAS-90018-2016	Completion of two(2) years studies in College	One (1) year of relevant experience	four (4) hours of relevant training	Career Service - Sub. Prof. (First Level Eligibility)
BGHMC	Laboratory Aide II	4	OSEC-DOHR-LABA2-90129-2015	Elementary School Graduate	None required	None required	None Required (MC, II, s. 96-Cat. III)
BGHMC	Administrative Aide V	5	OSEC-DOHR-ADAS-90002-2016;-90003-2016	Must be able to read & Write/ Elementary School Graduate; High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	four (4) hours of relevant training	Relevant MC II s. 1996 Career Service (Subprof) (First Level Eligibility)
BGHMC	Administrative Aide VI	6	OSEC-DOHR-ADAS-90023-2004;-90022-2004;-90012-2004	Must be able to read & Write/ Elementary School Graduate; High School Graduate or completion of relevant vocational/trade course	One (1) year of relevant experience	four (4) hours of relevant training	Relevant MC II s. 1996 Career Service (Subprof) (First Level Eligibility)

  
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