

Republic of the Philippines
Baguio General and Medical Center
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Baguio General and Medical Center in the CSC website:

No.	Position Title	Plantilla Item no.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
3	Administrative Officer I	OSEC-DOHB-ADOF1-90009-2018; -90010-2018; -90034-2014	10	₱ 18,718.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		(2) Health Information Management Office; (1) Chief Administrative Office
2	Administrative Officer II	OSEC-DOHB-ADOF2-90003-2018; -90004-2018	11	₱ 20,179.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Health Information Management Office
1	Administrative Officer III	OSEC-DOHB-ADOF3-90017-2018	14	₱ 26,494.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Health Information Management Office
1	Speech Therapist I	OSEC-DOHB-STH1-90016-2017	10	₱ 18,718.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Rehabilitation Medicine Department
1	Speech Therapist II	OSEC-DOHB-STH2-90021-2017; -90022-2017	14	₱ 26,494.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Rehabilitation Medicine Department

Date: _____

RICARDO B. RUIZ, JR., MD, FPCS, MHA, CESE
Medical Center Chief II



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 17, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Certified true copy of certificate of eligibility/rating/license; and
4. Certified true copy of Diploma and Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in their application to the:
HUMAN RESOURCE MANAGEMENT OFFICE
Baguio General Hospital and Medical Center
Governor Pack Road, BGHMC Compound, Baguio City

DATE OF PUBLICATION
SEP 07 2018