

Republic of the Philippines  
**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: ATTORNEY IV (Part-Time)**

|                    |                              |
|--------------------|------------------------------|
| AREA OF ASSIGNMENT | Bicol Medical Center         |
| SALARY GRADE:      | 23                           |
| MONTHLY SALARY:    | P37,679.50                   |
| ITEM NO.:          | OSEC-DOHB-ATYPT4-390004-2017 |

**QUALIFICATION STANDARDS**

|                 |                                      |
|-----------------|--------------------------------------|
| EDUCATION:      | Bachelor of Laws                     |
| WORK EXPERIENCE | Two (2) years of relevant experience |
| TRAINING:       | Eight (8) hours of relevant training |
| ELIGIBILITY     | RA 1080                              |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Conducts administrative investigations and/or hears administrative cases and determines responsibility and extent of infraction of laws, rules and regulations.
2. Recommends appropriate actions or disciplinary measures.
3. Reviews and prepares recommendations and decisions on matters related to legal and administrative cases.
4. Studies and takes action on cases involving public funds.
5. Review and approves preliminary actions and recommendations made by subordinates.
6. Review and prepares contracts and other related official documents as needed.
7. Files administrative or criminal charges against erring officials.
8. Provides general legal counsel and assistance as needed.
9. Performs other related functions as may be assigned.

This agency upholds **Equal Employment Opportunity Principle:**

*"that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and affiliation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."*

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6. Photocopies of **TRANSCRIPT OF RECORD and DIPLOMA**  
(if applicable, authenticated by the issuing agency)

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

**HUMAN RESOURCE MANAGEMENT SECTION**

Bicol Medical Center, Concepcion Pequeña, Naga City,

DEADLINE: **JANUARY 15, 2021**

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Republic of the Philippines  
**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: HEALTH PHYSICIST III**

|                    |                             |
|--------------------|-----------------------------|
| AREA OF ASSIGNMENT | Bicol Medical Center        |
| SALARY GRADE:      | 22                          |
| MONTHLY SALARY:    | P66,867.00                  |
| ITEM NO.:          | OSEC-DOHB-HPHY3-390062-2017 |

**QUALIFICATION STANDARDS**

|                 |  |
|-----------------|--|
| EDUCATION:      | Bachelors degree relevant to the job                   |
| WORK EXPERIENCE | Three (3) years of relevant experience                 |
| TRAINING:       | Sixteen (16) hours of relevant training                |
| ELIGIBILITY     | Career Service (Professional) Second Level Eligibility |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Monitors the quality status of radiological equipment and CT scan in the hospital machine daily.
2. Performs measurements on radiologic equipment intended for diagnostic or therapy use to obtain physics data.
3. Verifies its compliance with the requirements of safety standards.
4. Prepares specifications of radiologic equipment and evaluates the technical requirements of other medical equipment and instruments in bid documents.
5. Prepares training programs and conducts lectures on Radiation Physics Protection for resident physicians and Radiologic Technologists interns.
6. Coordinates with Property, Maintenance, and/or manufacturer/supplier regarding preventive and corrective maintenance of medical equipment.
7. Calibrates and tests new radiological equipment before and after its introduction into clinical use.
8. Provides advice on the observance of safety standards for protection against ionizing and non-ionizing radiation.
9. Performs other related functions as may be assigned.

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**POSITION: NUTRITIONIST-DIETITIAN IV**

|                    |                           |
|--------------------|---------------------------|
| AREA OF ASSIGNMENT | Bicol Medical Center      |
| SALARY GRADE:      | 20                        |
| MONTHLY SALARY:    | P52,703.00                |
| ITEM NO.:          | OSEC-DOHB-ND4-390002-2014 |

**QUALIFICATION STANDARDS**

|                 |   |
|-----------------|---|
| EDUCATION:      | Bachelors degree major in Nutrition, Dietetics or Community Nutrition |
| WORK EXPERIENCE | Two (2) years of relevant experience                                  |
| TRAINING:       | Eight (8) hours of relevant training                                  |
| ELIGIBILITY     | RA 1080   |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Directs and evaluates dietary and nutrition food service activities by setting standards for purchasing food and raw materials.
2. Oversees food production.
3. Ensures implementation of sanitation and safety standards.
4. Establishes long and short-range plans/objectives for the Dietary Service.
5. Formulates dietary policies and procedures.
6. Directs overall planning and preparation of the menus of patients, including micronutrients supplementation.
7. Plans effective personnel utilization and budget management.
8. Provides training and education on nutrition and dietary matters and related health programs.
9. Conducts research studies on dietetic management.
10. Reviews and approves the interpretation of dietetic prescriptions prepared by the dietitians.
11. Prepares annual procurement plan.
12. Prepares relevant reports.
13. Performs other related functions as may be assigned.

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Publication of Vacant Positions

**POSITION: RESPIRATORY THERAPIST III**

|                    |  |
|--------------------|--|
| AREA OF ASSIGNMENT | Bicol Medical Center                                       |
| SALARY GRADE:      | 17   |
| MONTHLY SALARY:    | P38,464.00   |
| ITEM NO.:          | OSEC-DOHB-RSTH3-390067-2017<br>OSEC-DOHB-RSTH3-390068-2017 |

**QUALIFICATION STANDARDS**

|                 |  |
|-----------------|--|
| EDUCATION:      | Bachelor of Science in Respiratory Therapy |
| WORK EXPERIENCE | Two (2) years of relevant experience       |
| TRAINING:       | Eight (8) hours of relevant training       |
| ELIGIBILITY     | RA 1080 (Respiratory Therapist)            |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Supervises the delivery of respiratory therapy programs that help patients develop, regain or maintain their ability to perform daily activities.
2. Performs and evaluates hospital's mechanical ventilator, as well as maintaining the performance of other respiratory equipment.
3. Makes daily rounds in the different ward like ICU, PICU, SICU and NICU and conducts inspection of ventilators and provides necessary troubleshooting to ensure proper functioning and optimum performance of machines.
4. Performs spirometry examination including daily calibration of the spirometer.
5. Performs ABG examination including arterial blood extraction.
6. Performs electrocardiogram (ECG).
7. Performs other related duties as may be assigned.

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**POSITION: RESPIRATORY THERAPIST II**

|                    |  |
|--------------------|--|
| AREA OF ASSIGNMENT | Bicol Medical Center   |
| SALARY GRADE:      | 14   |
| MONTHLY SALARY:    | P29,277.00   |
| ITEM NO.:          | OSEC-DOHB-RSTH2-390082-2017<br>OSEC-DOHB-RSTH2-390083-2017<br>OSEC-DOHB-RSTH2-390084-2017<br>OSEC-DOHB-RSTH2-390085-2017<br>OSEC-DOHB-RSTH2-390086-2017<br>OSEC-DOHB-RSTH2-390087-2017 |

**QUALIFICATION STANDARDS**

|                 |  |
|-----------------|--|
| EDUCATION:      | Bachelor of Science in Respiratory Therapy |
| WORK EXPERIENCE | One (1) year of relevant experience        |
| TRAINING:       | Four (4) hours of relevant training        |
| ELIGIBILITY     | RA 1080 (Respiratory Therapist)            |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Performs and evaluates hospital's mechanical ventilator, as well as maintaining the performance of other respiratory equipment.
2. Makes daily rounds in the different ward like ICU, PICU, SICU and NICU and conducts inspection of ventilators and provides necessary troubleshooting to ensure proper functioning and optimum performance of machines.
3. Performs spirometry examination including daily calibration of the spirometer.
4. Performs ABG examination including arterial blood extraction.
5. Performs electrocardiogram (ECG).
6. Performs other related duties as may be assigned.

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**POSITION: OCCUPATIONAL THERAPIST II**

|                    |  |
|--------------------|--|
| AREA OF ASSIGNMENT | Bicol Medical Center                                   |
| SALARY GRADE:      | 15   |
| MONTHLY SALARY:    | P32,053.00   |
| ITEM NO.:          | OSEC-DOHB-OT2-390076-2017<br>OSEC-DOHB-OT2-390077-2017 |

**QUALIFICATION STANDARDS**

|                 |   |
|-----------------|---|
| EDUCATION:      | Bachelor's degree in Occupational Therapy |
| WORK EXPERIENCE | One (1) year of relevant experience       |
| TRAINING:       | Four (4) hours of relevant training       |
| ELIGIBILITY     | RA 1080                                   |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Performs and Interprets tests to assist in differential diagnosis and determine the degree of Impairment of relevant aspects, such as muscular strength, motor development and functional capacity.
2. Offer various occupational therapy modalities and electrical stimulation for motor control, biofeedback or alter physiological status.
3. Trains subordinates, affiliates and trainees.
4. Treats and carries out OT and rehab management to patient.
5. Check and review all OT charts/records.
6. Facilitates in the overall maintenance of equipment and clinic.
7. Oversees in the implementation of the departments policies and procedures and safety precautions.
8. Empowers staff and patients.
9. Performs other relevant duties as may be assigned.

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**POSITION: OCCUPATIONAL THERAPIST I**

|                    |  |
|--------------------|--|
| AREA OF ASSIGNMENT | Bicol Medical Center   |
| SALARY GRADE:      | 11   |
| MONTHLY SALARY:    | P22,316.00   |
| ITEM NO.:          | OSEC-DOHB-OT1-390001-1998<br>OSEC-DOHB-OT1-390002-1998<br>OSEC-DOHB-OT1-390003-1998<br>OSEC-DOHB-OT1-390020-2017<br>OSEC-DOHB-OT1-390021-2017<br>OSEC-DOHB-OT1-390022-2017<br>OSEC-DOHB-OT1-390023-2017<br>OSEC-DOHB-OT1-390024-2017 |

**QUALIFICATION STANDARDS**

|                 |   |
|-----------------|---|
| EDUCATION:      | Bachelor's degree in Occupational Therapy |
| WORK EXPERIENCE | None Required                             |
| TRAINING:       | None required                             |
| ELIGIBILITY     | RA 1080                                   |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Performs management to treat disabled, ill or injured patients with special equipment, modalities and therapeutic use of daily activities.
2. Sets short-term and long-term goals that is specific, manageable, attainable, reliable and time bound that are within the patient's limit and capabilities.
3. Conducting physical and psychological assessments of clients and developing or following a treatment plan.
4. Assessing home and work environments of clients and deciding what adjustments are needed.
5. Evaluating results and progress of occupational therapy on clients.
6. Maintaining professional knowledge and technical progress in order to provide clients with the best treatment program available.
7. Performs other relevant duties as may be assigned.

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**POSITION: SPEECH THERAPIST II**

|                    |  |
|--------------------|--|
| AREA OF ASSIGNMENT | Bicol Medical Center                                     |
| SALARY GRADE:      | 14   |
| MONTHLY SALARY:    | P29,277.00   |
| ITEM NO.:          | OSEC-DOHB-STH2-390080-2017<br>OSEC-DOHB-STH2-390285-2016 |

**QUALIFICATION STANDARDS**

|                 |  |
|-----------------|--|
| EDUCATION:      | Bachelor's degree relevant to the job                  |
| WORK EXPERIENCE | One (1) year of relevant experience                    |
| TRAINING:       | Four (4) hours of relevant training                    |
| ELIGIBILITY     | Career Service (Professional) Second Level Eligibility |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Oversees general operation, strategizes to improve the patient healthcare system in the Section, and monitors and evaluates the performance of subordinates.
2. Identify function speech defects, develops treatment program and establishes goals for improved function.
3. Manage standardized and age-appropriate speech and language assessment and use of non-standardized test procedures when specified.
4. Accomplishes, analyzes and submits reports on time schedule.
5. Initiates and participates on patient education and advocacies on prevention, early detection of disabilities and promotes Rehabilitation Medicine and Speech Therapy.
6. Performs other relevant duties as may be assigned.

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**POSITION: SPEECH THERAPIST I**

|                    |                            |
|--------------------|----------------------------|
| AREA OF ASSIGNMENT | Bicol Medical Center       |
| SALARY GRADE:      | 10                         |
| MONTHLY SALARY:    | P20,219.00                 |
| ITEM NO.:          | OSEC-DOHB-STH1-390031-2015 |

**QUALIFICATION STANDARDS**

|                 |  |
|-----------------|--|
| EDUCATION:      | Bachelor's degree relevant to the job                  |
| WORK EXPERIENCE | None required  |
| TRAINING:       | None required  |
| ELIGIBILITY     | Career Service (Professional) Second Level Eligibility |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Performs initial evaluation, formulate assessment to develop plan of care for improvement of patient's function.
2. Identify function speech defects, develops treatment program and establishes goals for improved function.
3. Assist with provision of total individualized patient care as assigned according to established policies and evidence based practices.
4. Supervise or collaborate with therapy team.
5. Participates in department quality improvement functions, annual safety education program and generates a safe work environment for all patients and staff.
6. Maintain and develop individual knowledge, clinical skills and maintains a professional profile.
7. Performs other relevant duties as may be assigned.

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5. Photocopies of **CERTIFICATE OF TRAININGS/SEMINARS** relevant to the position being applied to, undertaken within the last five(5) years.  
(if applicable, authenticated by the issuing agency)
5. Photocopies of **CERTIFICATE OF EMPLOYMENT/SERVICE RECORD with SUMMARY OF ACTUAL DUTIES** relevant to the position being applied to.  
(if applicable, authenticated by the issuing agency)
6. Photocopies of **TRANSCRIPT OF RECORD and DIPLOMA**  
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QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

**HUMAN RESOURCE MANAGEMENT SECTION**

Bicol Medical Center, Concepcion Pequeña, Naga City,

DEADLINE: **JANUARY 15, 2021**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: NURSE II**

|                    |                             |
|--------------------|-----------------------------|
| AREA OF ASSIGNMENT | Bicol Medical Center        |
| SALARY GRADE:      | 17                          |
| MONTHLY SALARY:    | P38,464.00                  |
| ITEM NO.:          | OSEC-DOHB-NURS2-390039-1998 |

**QUALIFICATION STANDARDS**

|                 |                                     |
|-----------------|-------------------------------------|
| EDUCATION:      | Bachelor of Science in Nursing      |
| WORK EXPERIENCE | One (1) year of relevant experience |
| TRAINING:       | Four (4) hours of relevant training |
| ELIGIBILITY     | RA 1080                             |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Collaborates with the Assistant Chief Nurse in developing policies, procedures and standards for improvement of patient care.
2. Supervises and monitors the quality of nursing service against prescribed standards in the administration of policies by conducting periodic nursing service audits and soliciting patient feedback.
3. Monitors performance of staff by determining performance efficiency rating and reviewing with them procedures and techniques in service delivery.
4. Collaborates with other departments of their hospital to align nursing activities with the other services.
5. Conduct researches and studies to identify opportunities to improve the nursing service.
6. Monitors the adequacy and maintenance of medical supplies and equipment.
7. Checks important documents such as daily time records of personnel and patient hospital records for completeness and accuracy; and consolidates weekly, monthly and quarterly reports of hospital output.
8. Participates in different nursing committees when necessary.
9. Performs other related function as may be assigned.

This agency upholds **Equal Employment Opportunity Principle:**

*"that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and affiliation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity."*

Interested and qualified applicants should signify in writing. Attach the following documents in the application letter and send to the address below not later than **January 15, 2021:**

1. Fully Accomplished **PERSONAL DATA SHEET (PDS)** with recent passport-sized picture  
(CS Form No. 212 Revised 2017) which can be downloaded at [csc.gov.ph](http://csc.gov.ph)
2. Photocopies of **PERFORMANCE RATING** in the last rating period,  
(if applicable, authenticated by the issuing agency)
4. Photocopies of **CERTIFICATE OF CSC ELIGIBILITY/PRC LICENSE**  
(if applicable, authenticated by the issuing agency)
5. Photocopies of **CERTIFICATE OF TRAININGS/SEMINARS** relevant to the position being applied to, undertaken within the last five(5) years.  
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**HUMAN RESOURCE MANAGEMENT SECTION**  
Bicol Medical Center, Concepcion Pequeña, Naga City,  
DEADLINE: **JANUARY 15, 2021**

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Republic of the Philippines  
**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: NURSE I**

|                    |  |
|--------------------|--|
| AREA OF ASSIGNMENT | Bicol Medical Center                                       |
| SALARY GRADE:      | 15   |
| MONTHLY SALARY:    | P32,053.00   |
| ITEM NO.:          | OSEC-DOHB-NURS1-390056-1998<br>OSEC-DOHB-NURS1-390066-1998 |

**QUALIFICATION STANDARDS**

|                 |                                |
|-----------------|--------------------------------|
| EDUCATION:      | Bachelor of Science in Nursing |
| WORK EXPERIENCE | None required                  |
| TRAINING:       | None required                  |
| ELIGIBILITY     | RA 1080                        |

**BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION**

1. Performs direct nursing care procedures, which include bedside nursing, hygiene, pre- and post-operative nursing care, as well as admission and discharge duties.
2. Administers medication.
3. Observes, records, and reports patients' symptoms, conditions, and progress of treatment and therapy.
4. Prepares patients for, and assists physicians with, diagnostic and therapeutic procedures for both normal and specialized treatment cases.
5. Operates diagnostic machines.
6. Maintains records reflecting patient condition, medication, and treatment.
7. Coordinates with other sections in the hospital regarding patient care.
8. Assists in the education and rehabilitation of patients and their families in relation to physical and mental health.
9. Sets up treatment trays, prepares instruments and equipment, and ensures adequate medical or hospital supplies and availability of proper equipment and instruments.
10. Performs other related function as may be assigned.

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