

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

**POSITION: MEDICAL SPECIALIST IV**

AREA OF ASSIGNMENT	Bicol Medical Center (to be assigned as EREID facility Manager)
SALARY GRADE:	25
MONTHLY SALARY:	P96,985.00
ITEM NO.:	OSEC-DOHB-MDSP4-390001-2017

**QUALIFICATION STANDARDS**

EDUCATION:	Doctor of Medicine with certificate as Fellow/Diplomate of the relevant Specialty or Master's Degree of any management related field or Certificate of Leadership and Management from the Civil Service Commission.
WORK EXPERIENCE	Four (4) years experience in planning, organizing, directing, coordinating and supervising various activities in the practice of medicine.
TRAINING:	One Hundred Twenty (120) hours of supervisory/management, learning and development intervention undertaken within the last 5 years.
ELIGIBILITY	RA 1080

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

1. Supervises all the clinical administrative training/teaching and research activities within the EREID Center.
2. Plans and conducts training activities with other departments, handles logistics and materials preparation, and evaluates training programs for further improvement.
3. Orients employees on hospital policies and routines and promotes efficiency through instruction and supervisory methods and proper job performance.
4. Collaborates, coordinates, and networks department activities.
5. Review validates, and finalizes program and project reports.
6. Plans and participates in interns' and residents' training.
7. Supervises health personnel within the department.
8. Analyzes and evaluates statistical reports relevant to program tasks and makes appropriate recommendations.
9. Acts as technical resource for specific health programs.
10. Renders consultation services.
11. 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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**POSITION: RADIOLOGIC TECHNOLOGIST IV**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	20
MONTHLY SALARY:	P52,703.00
ITEM NO.:	OSEC-DOHB-RT4-390066-2017

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor of Science in Radiologic Technology
WORK EXPERIENCE	Three (3) years experience as a Radiologic Technologist which shall include one (1) year of experience in supervising departmental operations.
TRAINING:	Sixteen (16) hours of training in radiologic technology with special modalities undertaken within the last five (5) years.
ELIGIBILITY	RA 1080 (Radiologic Technologist)

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

1. Directs and coordinates activities of radiology or diagnostic imaging department in hospital or other medical facility.
2. Reviews work schedules and assigns duties to staffs to maintain patient flow and achieve production goals.
3. Oversees staff in the operation of all diagnostic imaging equipment such as x-ray machine, ultrasound, fluoroscope, CT scanner, MRI equipment, etc., evaluates accuracy and quality of images, and provides technical assistance.
4. Demonstrates new techniques, equipment, and procedures to staff.
5. Implement hospital policies and monitor radiation safety measures to ensure safety of patients, staff and the general public in compliance with government regulatory requirements.
6. Recommends personnel actions, such as performance evaluations, promotions, and disciplinary measures.
7. Coordinates purchases of supplies and equipment and makes recommendations concerning department operating budget.
8. May perform duties of radiologic technologist's function as needed.
9. Makes day-to-day decisions within his level of authority.
10. Review and implement department processes and programs.
11. Performs other related functions as may be assigned.

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**POSITION: RADIOLOGIC TECHNOLOGIST II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P32,053.00
ITEM NO.:	OSEC-DOHB-RT2-390043-2014

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelors of Science in Radiologic Technology
WORK EXPERIENCE	One (1) year experience as a Radiologic Technologist
TRAINING:	Four (4) hours of relevant training in radiologic technology
ELIGIBILITY	RA 1080 (Radiologic Technologist)

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

1. Prepares and perform general and special diagnostic procedures within their field of expertise.
2. Key command and data into computer to document and specify scan sequences, adjust transmitters and receivers, photograph certain images.
3. Prepare and administer oral or injectable contrast media to patient.
4. Take thorough and accurate patient medical histories.
5. Remove and process film/images.
6. Operate and/or oversee operation of radiographic and magnetic imaging equipment to produce images of the body for diagnostic purposes.
7. Maintains machines and equipment to keep it in good working condition, and make the necessary reportorial incident/s relative to machine/equipment operation/function.
8. Position imaging equipment and adjust controls to set the correct exposure time and distance according to specification of the examination.
9. Record, process and evaluate patient data and treatment records and prepare reports.
10. Coordinate work with clerical personnel and other technologists.
11. Demonstrate new equipment, procedure, techniques to staff and provide technical assistance.
12. Provide assistance with such tasks as dressing and changing to seriously ill, injured or disabled patients.
13. Move ultrasound scanner over patients body and evaluate patterns produced on video screen.
14. Measure thickness of section to be radiographed, using instruments similar to measuring tapes.
15. Operate radiographic fluoroscopy to aid physician to view and guide or catheter through blood vessels to area of interest.
16. Monitor all Radiographic supplies and submit purchasing request to maintain proper supply levels.
17. Performs other related functions as may be assigned.

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**POSITION: ADMINISTRATIVE OFFICER III**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	14
MONTHLY SALARY:	P29,277.00
ITEM NO.:	OSEC-DOHB-ADOF3-390001-2014

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's degree
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. Handles cashiering functions as related to discharge of patients such as the following: preparing billing statements, issuing Official Receipts, referring indigents who are unable to meet financial obligations to Social Services.
2. Supervises and prepares shifting schedules of Cash Collection Staff in all collection units of the hospital.
3. Balances cash against receipts daily, accomplishes, consolidates, and signs daily collection report of all accounts, and deposit collections to authorized government depository bank.
4. Maintains and controls General Cash Book covering the different accounts of the Department.
5. Assists in the preparation of collection reports, deposits, and the submission of these to Cash Disbursement Section for recording in the General Cash Book.
6. Controls and reviews checks issued by the Disbursing Officer.
7. Receives approved vouchers and other monetary claims for issuance of checks, and supervises preparation of payroll and disbursement.
8. Prepares and submits the following reports: Collection and Deposits, Accountable Forms, Deposits, Cash Accountabilities.
9. Receives cash advances for salaries and wages, pay out salaries, overtime services, transportation expenses, per diems and other refundable expenses of employees.
10. Performs other related functions as may be assigned.

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**POSITION: ADMINISTRATIVE OFFICER II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P22,316.00
ITEM NO.:	OSEC-DOHB-ADOF2-390013-2015

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's degree
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Career Service (Professional) Second Level Eligibility

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

1. Checks basic forms required by the case.
2. Checks all information required by the case.
3. Checks all necessary authentications whether or not all entries are dated and signed.
4. Documents result of quantitative and qualitative analysis performed on medical records.
5. Checks if all necessary authorizations are attached to the chart.
6. Reviews completeness of the chart, and ensures adequacy of documentation.
7. Performs other related functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	8
MONTHLY SALARY:	P17,505.00
ITEM NO.:	OSEC-DOHB-ADAS2-390052-2016

**QUALIFICATION STANDARDS**

EDUCATION:	Completion of two (2) years studies in college
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	Career Service (Sub Professional) First Level Eligibility

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

1. Assist in the inspection of medicines stored in the bulk storeroom as well as in the monitoring of expiration dates.
2. Encodes, files, receives, and releases documents.
3. Assists in the regular physical inventory of stocks.
4. Transfer medicines from the bulk storeroom to the active dispensing area of the pharmacy.
5. Assist to pharmacist in preparing medicines to be dispensed.
6. Attends seminar/workshops and other staff development programs relevant to the work.
7. Performs other related functions as may be assigned.

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**POSITION: MEDICAL LABORATORY TECHNICIAN III**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	10
MONTHLY SALARY:	P20,219.00
ITEM NO.:	OSEC-DOHB-MLAB3-390016-2014

**QUALIFICATION STANDARDS**

EDUCATION:	Completion of a course of at least four (4) years leading to the degree of Bachelor of Science in Medical Technology or Bachelor of Science in Public Health
WORK EXPERIENCE	Two (2) years of relevant experience
TRAINING:	Eight (8) hours of relevant training
ELIGIBILITY	RA 1080 (Medical Laboratory Technician)

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

1. Performs various laboratory tests such as hematology, fecalysis, urinalysis as well as chemical/bacteriological analysis of food, drug and cosmetics and/or autopsy or experimental animals.
2. Conducts laboratory analysis research.
3. Monitors the activities involved for a laboratory analysis such as the preparation of chemical reagents and other medical and microscopic examinations and specimens.
4. Trains staff on laboratory equipment operation and laboratory analysis research.
5. Monitors the cleanliness and upkeep of laboratory equipment and area.
6. Reviews and ensures accuracy of laboratory results prior to release.
7. Performs other related functions as may be assigned.

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**POSITION: MEDICAL EQUIPMENT TECHNICIAN II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	8
MONTHLY SALARY:	P17,505.00
ITEM NO.:	OSEC-DOHB-MEQT2-390004-2008

**QUALIFICATION STANDARDS**

EDUCATION:	Completion of relevant two years studies in college or completion of relevant medical laboratory technician course.
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	Equipment Technician MC II s.1996 Cat II as amended

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

1. Performs electrical, electronic, and electromechanical services required for repair or preventive/corrective maintenance of clinical and laboratory equipment.
2. Conducts and maintains inventories of health care equipment and other physical plant facilities.
3. Trains user in the proper operation and maintenance of medical equipment.
4. Prepares and submit work activity reports.
5. Assesses and estimates materials needed for the repair of the medical equipment.
6. Reports potential hazards involving clinical equipment.
7. Performs other related functions as may be assigned.

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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 **February 4, 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.  
(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**  
(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: **FEBRUARY 4, 2021**

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