

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

**POSITION: MEDICAL SPECIALIST III (Part-Time)**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	24
MONTHLY SALARY:	P43,371.00
ITEM NO.:	OSEC-DOHB-MDSPT3-390001-1998 OSEC-DOHB-MDSPT3-390002-2013 OSEC-DOHB-MDSPT3-390003-2013 OSEC-DOHB-MDSPT3-390004-1998 OSEC-DOHB-MDSPT3-390006-2013

**QUALIFICATION STANDARDS**

EDUCATION:	Doctor of Medicine with certificate as Fellow/Diplomate of the relevant accredited specialty society and/or a doctor who passed the DOH Medical Specialist Examination
WORK EXPERIENCE	Three (3) years of progressively responsible experience as MS II or other related experiences.
TRAINING:	Twelve (12) hours of relevant training.
ELIGIBILITY	RA 1080

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

1. Directs treatment, management, and care of conditions classified as medical cases under one's area of specialization.
2. Guides medical physicians in the diagnosis, management, and care of complicated and unusual medical cases.
3. Educates, trains, and mentors physicians undergoing training for medical specialization.
4. Performs major surgical operations and trains resident physicians such special surgical procedures.
5. Organizes and conducts conferences and scientific activities for the department.
6. Attends to emergency calls for special medical cases.
7. Supervises and/or conducts researches and studies on progressive medical cases of patients.
8. Prepares work and financial plans for the department.
9. Conducts quality assurance activities.
10. 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."*

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

**POSITION: MEDICAL SPECIALIST II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	23
MONTHLY SALARY:	P76,907.00
ITEM NO.:	OSEC-DOHB-MDSP2-390024-1998 OSEC-DOHB-MDSP2-390031-1998

**QUALIFICATION STANDARDS**

EDUCATION:	Doctor of Medicine with certificate as Fellow/Diplomate of the relevant accredited specialty society and/or a doctor who passed the DOH Medical Specialist Examination
WORK EXPERIENCE	Two (2) years of responsible experience as MS I or other related experiences.
TRAINING:	Eight (8) hours of relevant training.
ELIGIBILITY	RA 1080

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

1. Conducts thorough examination of patients.
2. Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned; directs and participates in their treatment, management, and care.
3. Prescribes treatment procedures and techniques within his/her field of specialization.
4. Supervises and/or conducts research on various diseases and etiology, cure and prevention as well as on progress of therapeutic management on confined patients.
5. Follows up discharged cases to determine reappearance of symptoms and efficacy of treatment.
6. Evaluates performance of Medical Officers and other direct subordinates.
7. Coordinates public health programs as assigned.
8. Ensures completeness of relevant medical documentation.
9. Performs other related functions as may be assigned.

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

**POSITION: MEDICAL SPECIALIST II (Part-Time)**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	23
MONTHLY SALARY:	P38,453.50
ITEM NO.:	OSEC-DOHB-MDSPT2-390004-1998

**QUALIFICATION STANDARDS**

EDUCATION:	Doctor of Medicine with certificate as Fellow/Diplomate of the relevant accredited specialty society and/or a doctor who passed the DOH Medical Specialist Examination
WORK EXPERIENCE	Two (2) years of responsible experience as MS I or other related experiences.
TRAINING:	Eight (8) hours of relevant training.
ELIGIBILITY	RA 1080

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

1. Conducts thorough examination of patients.
2. Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned; directs and participates in their treatment, management, and care.
3. Prescribes treatment procedures and techniques within his/her field of specialization.
4. Supervises and/or conducts research on various diseases and etiology, cure and prevention as well as on progress of therapeutic management on confined patients.
5. Follows up discharged cases to determine reappearance of symptoms and efficacy of treatment.
6. Evaluates performance of Medical Officers and other direct subordinates.
7. Coordinates public health programs as assigned.
8. Ensures completeness of relevant medical documentation.
9. Performs other related functions as may be assigned.

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Republic of the Philippines  
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Publication of Vacant Positions

**POSITION: MEDICAL OFFICER IV**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	23
MONTHLY SALARY:	P76,907.00
ITEM NO.:	OSEC-DOHB-MDOF4-390018-2014 OSEC-DOHB-MDOF4-390023-2017 OSEC-DOHB-MDOF4-390035-2017 OSEC-DOHB-MDOF4-390061-2017 OSEC-DOHB-MDOF4-390069-2017 OSEC-DOHB-MDOF4-390079-2017

**QUALIFICATION STANDARDS**

EDUCATION:	Doctor of Medicine
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. Supervises fellow resident physicians in the conduct of clinical and surgical care and services.
2. Prescribes medicine and treatment procedures and techniques within his/her field of specialization.
3. Conducts daily rounds to observe the progress and condition of patients.
4. Assists the Chief of Hospital, Chief of Clinics, Chief Training Officer, and Department heads, in the management of hospital operations and programs.
5. Supervises the implementation of the health programs assigned to the unit.
6. Performs medical examinations and requests for diagnostic, work-ups or laboratory examinations as needed to diagnose health ailments.
7. Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned, and directs and participates in the treatment, management, and care.
8. Conducts and participates in hospital research projects.
9. Performs other related functions as may be assigned.

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Republic of the Philippines  
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**POSITION: MEDICAL OFFICER III**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	21
MONTHLY SALARY:	P60,901.00
ITEM NO.:	OSEC-DOHB-MDOF3-390001-1998 OSEC-DOHB-MDOF3-390002-1998 OSEC-DOHB-MDOF3-390003-1998 OSEC-DOHB-MDOF3-390005-1998 OSEC-DOHB-MDOF3-390006-1999 OSEC-DOHB-MDOF3-390006-1998 OSEC-DOHB-MDOF3-390007-1998 OSEC-DOHB-MDOF3-390008-1998 OSEC-DOHB-MDOF3-390009-1998 OSEC-DOHB-MDOF3-390009-2017 OSEC-DOHB-MDOF3-390010-2017 OSEC-DOHB-MDOF3-390010-2014 OSEC-DOHB-MDOF3-390011-2017 OSEC-DOHB-MDOF3-390011-1999 OSEC-DOHB-MDOF3-390011-2014 OSEC-DOHB-MDOF3-390012-2014 OSEC-DOHB-MDOF3-390014-2017 OSEC-DOHB-MDOF3-390015-2017 OSEC-DOHB-MDOF3-390015-1998 OSEC-DOHB-MDOF3-390016-1998 OSEC-DOHB-MDOF3-390016-2017 OSEC-DOHB-MDOF3-390018-2016 OSEC-DOHB-MDOF3-390019-2014 OSEC-DOHB-MDOF3-390020-2014 OSEC-DOHB-MDOF3-390020-2016 OSEC-DOHB-MDOF3-390021-2016 OSEC-DOHB-MDOF3-390022-2016 OSEC-DOHB-MDOF3-390023-2016 OSEC-DOHB-MDOF3-390023-2017 OSEC-DOHB-MDOF3-390024-2017 OSEC-DOHB-MDOF3-390024-1998 OSEC-DOHB-MDOF3-390024-2016 OSEC-DOHB-MDOF3-390029-2016 OSEC-DOHB-MDOF3-390030-2016 OSEC-DOHB-MDOF3-390030-2017 OSEC-DOHB-MDOF3-390040-2017 OSEC-DOHB-MDOF3-390044-2017 OSEC-DOHB-MDOF3-390044-1998 OSEC-DOHB-MDOF3-390046-1998 OSEC-DOHB-MDOF3-390048-1998 OSEC-DOHB-MDOF3-390049-2017 OSEC-DOHB-MDOF3-390050-1998 OSEC-DOHB-MDOF3-390051-1998 OSEC-DOHB-MDOF3-390052-1998 OSEC-DOHB-MDOF3-390053-2017 OSEC-DOHB-MDOF3-390054-1998 OSEC-DOHB-MDOF3-390054-2017 OSEC-DOHB-MDOF3-390056-2017 OSEC-DOHB-MDOF3-390057-1998 OSEC-DOHB-MDOF3-390057-2017

	OSEC-DOHB-MDOF3-390058-1998 OSEC-DOHB-MDOF3-390058-2017 OSEC-DOHB-MDOF3-390059-2017 OSEC-DOHB-MDOF3-390061-1998 OSEC-DOHB-MDOF3-390062-1998 OSEC-DOHB-MDOF3-390069-1998 OSEC-DOHB-MDOF3-390074-1998 OSEC-DOHB-MDOF3-390075-1998 OSEC-DOHB-MDOF3-390076-1998 OSEC-DOHB-MDOF3-390077-1998 OSEC-DOHB-MDOF3-390084-1998
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**QUALIFICATION STANDARDS**

EDUCATION:	Doctor of Medicine
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	RA 1080

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

1. Attends to emergency calls on field.
2. Performs medical examinations and requests for diagnostic work-ups or laboratory examinations as needed to diagnose health ailments.
3. Assists and/or performs surgical operations within own limitations as determined by the Chief of Hospital or Head of the Department.
4. Conducts daily rounds to observe the progress and condition of patients.
5. Prescribes medicine and treatment procedures and techniques within his/her field of specialization.
6. Seeks information for treating difficult complicated medical cases through consultation with supervising officers
7. Disseminates information during medical conferences.
8. Prepares work and financial plans for the department.
9. Educates medical and paramedical students, and trains and mentors medical students, externs and intern physicians on a particular field of medicine.
10. Attends to medico legal cases and responds to court calls.
11. Conducts and participates in hospital research projects.
12. Performs other related functions as may be assigned.

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

**POSITION: OCCUPATIONAL THERAPIST III**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	18
MONTHLY SALARY:	P43,681.00
ITEM NO.:	OSEC-DOHB-OT3-390065-2017

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's degree in Occupational Therapy
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. Supervises the delivery of occupational therapy programs that help patients develop, regain or maintain their ability to perform daily activities.
2. Provides guidance and monitors the performance of the occupational therapy staff and subordinates.
3. Reports to a manager or head of unit/department regarding internal and external communications.
4. Accomplishes, analyzes and submits reports on time schedule.
5. Initiates and participates on patient education and advocacies on prevention, early detection of injuries and disabilities and promotes Rehabilitation Medicine and Occupational Therapy.
6. Treats and carries out occupational and rehab management to patient.
7. Performs other relevant duties as may be assigned.

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Publication of Vacant Positions

**POSITION: OCCUPATIONAL THERAPIST II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-OT2-390076-2017 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 psychological 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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**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: NURSE I**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-NUR1-390011-1998 OSEC-DOHB-NUR1-390068-1998 OSEC-DOHB-NUR1-390127-2016

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelor's degree 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 functions as may be assigned.

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Publication of Vacant Positions

**POSITION: RADIOLOGIC TECHNOLOGIST II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-RT2-390002-1998 OSEC-DOHB-RT2-390036-2015

**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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Publication of Vacant Positions

**POSITION: RESPIRATORY THERAPIST II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	14
MONTHLY SALARY:	P30,799.00
ITEM NO.:	OSEC-DOHB-RSTH2-390082-2017 OSEC-DOHB-RSTH2-390083-2017 OSEC-DOHB-RSTH2-390084-2017 OSEC-DOHB-RSTH2-390085-2017 OSEC-DOHB-RSTH2-390086-2017 OSEC-DOHB-RSTH2-390087-2017

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelors of Science in Respiratory Therapy
WORK EXPERIENCE	One (1) year 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 relevant duties as may be assigned.

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**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: SPEECH THERAPIST II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	14
MONTHLY SALARY:	P30,799.00
ITEM NO.:	OSEC-DOHB-STH2-390080-2017 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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Publication of Vacant Positions

**POSITION: SPEECH THERAPIST I**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	10
MONTHLY SALARY:	P21,205.00
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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**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: RADIOLOGIC TECHNOLOGIST I**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-RT1-390292-2016

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelors of Science in Radiologic Technology
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	RA 1080 (Radiologic Technologist)

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

1. Responsible for coordinating out-patient/in-patient appointments.
2. Perform and analyze patient x-ray.
3. Utilize all radiographic equipment to perform x-rays, including (but not limited to) surgical and mobile equipment.
4. Assist to answer technical questions, schedule appointment and offer pre-procedural advise.
5. Develop a daily priority list that allows all scheduled procedures to be completed and make time for emergencies as well.
6. Review and evaluate developed/processed x-ray imgs, video tapes or computer generated information to determine if images are satisfactory for diagnostic purposes.
7. Use radiation safety measures and protection devices to comply with government regulations and to ensure safety of patient and staff.
8. Explain procedures and observe patient to ensure safety and comfort during exam.
9. Position and immobilize patient on examination table.
10. Measure thickness of section to be radiographed, using instruments similar to measuring tapes.
11. Position imaging equipment and adjust controls to set the correct exposure time and distance according to specification of the examination.
12. Monitor video display of area being scanned and adjust density and contract to improve picture/images quality.
13. Monitor patients condition and reactions, reporting abnormal signs to physician.
14. Prepares relevant reports and patient's personal data and information.
15. Set up examination room, ensuring that all necessary equipment is ready.
16. Maintains the room clean and in order, machines and equipment in good working condition and make the necessary reportorial incident/s relative to machine/equipment operation/function.
17. Performs other related functions as may be assigned.

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Publication of Vacant Positions

**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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Publication of Vacant Positions

**POSITION: MEDICAL EQUIPMENT TECHNICIAN I**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	6
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-MEQT1-390006-2015

**QUALIFICATION STANDARDS**

EDUCATION:	Completion of relevant two years studies in college or completion of relevant medical laboratory technician course.
WORK EXPERIENCE	None required
TRAINING:	None required
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.

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."*



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

**POSITION: NURSING ATTENDANT II**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	6
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-NATT2-390216-2016

**QUALIFICATION STANDARDS**

EDUCATION:	Elementary School Graduate
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Equipment Technician MC II s.1996 Cat II as amended

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

1. Monitor and record vital signs, intake and output and refer abnormal findings.
2. Safe transport and transfer of patients.
3. Ensures proper waste segregation and orderliness/cleanliness of ward and patients' rooms.
4. Performs bedside nursing care such as catheterization, giving of enema bathing patients and the like.
5. Clean equipment and instruments and properly store/send to CSR as necessary.
6. Conduct health teaching and answer patient's calls.
7. Ensure availability of supplies/oxygen from CSR.
8. Accurately charge bedside nursing care procedure to IHOMIS that they performed.
9. Performs other related functions as may be assigned.

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Publication of Vacant Positions

**POSITION: ADMINISTRATIVE AIDE III**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	3
MONTHLY SALARY:	P13,572.00
ITEM NO.:	OSEC-DOHB-MEQT2-390004-2008

**QUALIFICATION STANDARDS**

EDUCATION:	Must be able to read and write
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Equipment Technician MC II s.1996 Cat II as amended

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

1. Prepares and delivers special (i.e. blenderized formula) and regular food to in-patients.
2. Collects, washes and conducts inventory of used feeding bottles, trays, utensils and other implements.
3. Assists in food preparation prior to release from the kitchen.
4. Checks and follow-up with the kitchen on changes in patients' dietary requirements.
5. 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 **April 26, 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: **APRIL 26, 2021**

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