

Republic of the Philippines
BICOL MEDICAL CENTER
 Publication of Vacant Positions

POSITION: MEDICAL SPECIALIST III

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	24
MONTHLY SALARY:	P86,742.00
ITEM NO.:	OSEC-DOHB-MDSP3-390055-2021 OSEC-DOHB-MDSP3-390056-2021 OSEC-DOHB-MDSP3-390057-2021 OSEC-DOHB-MDSP3-390058-2021 OSEC-DOHB-MDSP3-390059-2021 OSEC-DOHB-MDSP3-390060-2021 OSEC-DOHB-MDSP3-390061-2021 OSEC-DOHB-MDSP3-390062-2021 OSEC-DOHB-MDSP3-390063-2021 OSEC-DOHB-MDSP3-390064-2021 OSEC-DOHB-MDSP3-390065-2021 OSEC-DOHB-MDSP3-390066-2021 OSEC-DOHB-MDSP3-390067-2021 OSEC-DOHB-MDSP3-390068-2021 OSEC-DOHB-MDSP3-390009-2014 OSEC-DOHB-MDSP3-390013-2017

QUALIFICATION STANDARDS

EDUCATION:	Doctor of Medicine with certificate as Fellow/or 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: NURSE I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-NUR1-390023-2021 OSEC-DOHB-NUR1-390024-2021 OSEC-DOHB-NUR1-390025-2021 OSEC-DOHB-NUR1-390026-2021 OSEC-DOHB-NUR1-390027-2021 OSEC-DOHB-NUR1-390028-2021 OSEC-DOHB-NUR1-390029-2021 OSEC-DOHB-NUR1-390030-2021 OSEC-DOHB-NUR1-390031-2021 OSEC-DOHB-NUR1-390032-2021 OSEC-DOHB-NUR1-390033-2021 OSEC-DOHB-NUR1-390034-2021 OSEC-DOHB-NUR1-390035-2021 OSEC-DOHB-NUR1-390036-2021 OSEC-DOHB-NUR1-390037-2021 OSEC-DOHB-NUR1-390038-2021 OSEC-DOHB-NUR1-390039-2021 OSEC-DOHB-NUR1-390040-2021 OSEC-DOHB-NUR1-390041-2021 OSEC-DOHB-NUR1-390042-2021 OSEC-DOHB-NUR1-390043-2021 OSEC-DOHB-NUR1-390044-2021 OSEC-DOHB-NUR1-390045-2021 OSEC-DOHB-NUR1-390046-2021 OSEC-DOHB-NUR1-390047-2021 OSEC-DOHB-NUR1-390048-2021 OSEC-DOHB-NUR1-390049-2021 OSEC-DOHB-NUR1-390050-2021 OSEC-DOHB-NUR1-390051-2021 OSEC-DOHB-NUR1-390052-2021 OSEC-DOHB-NUR1-390053-2021 OSEC-DOHB-NUR1-390054-2021 OSEC-DOHB-NUR1-390055-2021 OSEC-DOHB-NUR1-390056-2021 OSEC-DOHB-NUR1-390057-2021 OSEC-DOHB-NUR1-390058-2021 OSEC-DOHB-NUR1-390059-2021 OSEC-DOHB-NUR1-390060-2021 OSEC-DOHB-NUR1-390061-2021 OSEC-DOHB-NUR1-390062-2021 OSEC-DOHB-NUR1-390063-2021 OSEC-DOHB-NUR1-390064-2021 OSEC-DOHB-NUR1-390065-2021 OSEC-DOHB-NUR1-390066-2021 OSEC-DOHB-NUR1-390067-2021 OSEC-DOHB-NUR1-390068-2021 OSEC-DOHB-NUR1-390069-2021 OSEC-DOHB-NUR1-390070-2021 OSEC-DOHB-NUR1-390071-2021 OSEC-DOHB-NUR1-390072-2021

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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.

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: MIDWIFE II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P22,316.00
ITEM NO.:	OSEC-DOHB-MDWF2-390307-2021 OSEC-DOHB-MDWF2-390308-2021 OSEC-DOHB-MDWF2-390309-2021 OSEC-DOHB-MDWF2-390310-2021 OSEC-DOHB-MDWF2-390311-2021 OSEC-DOHB-MDWF2-390312-2021 OSEC-DOHB-MDWF2-390313-2021 OSEC-DOHB-MDWF2-390314-2021 OSEC-DOHB-MDWF2-390315-2021 OSEC-DOHB-MDWF2-390316-2021 OSEC-DOHB-MDWF2-390317-2021 OSEC-DOHB-MDWF2-390318-2021 OSEC-DOHB-MDWF2-390319-2021 OSEC-DOHB-MDWF2-390320-2021 OSEC-DOHB-MDWF2-390321-2021 OSEC-DOHB-MDWF2-390322-2021 OSEC-DOHB-MDWF2-390323-2021 OSEC-DOHB-MDWF2-390324-2021 OSEC-DOHB-MDWF2-390325-2021 OSEC-DOHB-MDWF2-390326-2021 OSEC-DOHB-MDWF2-390327-2021 OSEC-DOHB-MDWF2-390328-2021 OSEC-DOHB-MDWF2-390329-2021 OSEC-DOHB-MDWF2-390330-2021 OSEC-DOHB-MDWF2-390331-2021 OSEC-DOHB-MDWF2-390332-2021

QUALIFICATION STANDARDS

EDUCATION:	Completion of the Midwifery Course
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. Attends to normal deliveries and refers abnormal deliveries to physicians. Provides guidance to student midwives.
2. Provides guidance to student midwives.
3. Provides basic and intensive pre-natal nursing care procedures to infants and their mothers.
4. Educates women on reproductive health and advocates pre-natal care for expectant mothers.
5. Render physical examination procedures on babies and their mothers and refers unhealthy cases to physicians.
6. Conducts post-mortem case and maintenance of supplies and equipment.
7. Monitors inventory and maintenance of supplies and equipment.
8. Organizes records and prepares relevant reports.
9. Performs other relevant duties as may be assigned.

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 **JUNE 7, 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
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: **JUNE 7, 2021**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.