

Republic of the Philippines
BICOL MEDICAL CENTER
 Publication of Vacant Positions

POSITION: NURSING ATTENDANT II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-NATT2-390016-2021 OSEC-DOHB-NATT2-390017-2021 OSEC-DOHB-NATT2-390018-2021 OSEC-DOHB-NATT2-390019-2021 OSEC-DOHB-NATT2-390020-2021 OSEC-DOHB-NATT2-390021-2021 OSEC-DOHB-NATT2-390022-2021 OSEC-DOHB-NATT2-390023-2021 OSEC-DOHB-NATT2-390024-2021 OSEC-DOHB-NATT2-390025-2021 OSEC-DOHB-NATT2-390026-2021 OSEC-DOHB-NATT2-390027-2021 OSEC-DOHB-NATT2-390028-2021 OSEC-DOHB-NATT2-390029-2021 OSEC-DOHB-NATT2-390030-2021 OSEC-DOHB-NATT2-390031-2021 OSEC-DOHB-NATT2-390032-2021 OSEC-DOHB-NATT2-390033-2021 OSEC-DOHB-NATT2-390034-2021 OSEC-DOHB-NATT2-390035-2021 OSEC-DOHB-NATT2-390036-2021 OSEC-DOHB-NATT2-390037-2021 OSEC-DOHB-NATT2-390038-2021 OSEC-DOHB-NATT2-390039-2021 OSEC-DOHB-NATT2-390040-2021 OSEC-DOHB-NATT2-390041-2021 OSEC-DOHB-NATT2-390042-2021 OSEC-DOHB-NATT2-390043-2021 OSEC-DOHB-NATT2-390044-2021 OSEC-DOHB-NATT2-390045-2021 OSEC-DOHB-NATT2-390046-2021 OSEC-DOHB-NATT2-390047-2021 OSEC-DOHB-NATT2-390048-2021 OSEC-DOHB-NATT2-390049-2021 OSEC-DOHB-NATT2-390050-2021 OSEC-DOHB-NATT2-390051-2021 OSEC-DOHB-NATT2-390052-2021 OSEC-DOHB-NATT2-390053-2021 OSEC-DOHB-NATT2-390054-2021 OSEC-DOHB-NATT2-390055-2021 OSEC-DOHB-NATT2-390056-2021 OSEC-DOHB-NATT2-390057-2021 OSEC-DOHB-NATT2-390058-2021 OSEC-DOHB-NATT2-390059-2021 OSEC-DOHB-NATT2-390060-2021 OSEC-DOHB-NATT2-390061-2021 OSEC-DOHB-NATT2-390062-2021 OSEC-DOHB-NATT2-390063-2021 OSEC-DOHB-NATT2-390064-2021 OSEC-DOHB-NATT2-390065-2021

OSEC-DOHB-NATT2-390066-2021
OSEC-DOHB-NATT2-390067-2021
OSEC-DOHB-NATT2-390068-2021
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OSEC-DOHB-NATT2-390070-2021
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OSEC-DOHB-NATT2-390072-2021
OSEC-DOHB-NATT2-390073-2021
OSEC-DOHB-NATT2-390074-2021
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OSEC-DOHB-NATT2-390101-2021
OSEC-DOHB-NATT2-390102-2021
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OSEC-DOHB-NATT2-390106-2021
OSEC-DOHB-NATT2-390107-2021
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OSEC-DOHB-NATT2-390111-2021
OSEC-DOHB-NATT2-390112-2021
OSEC-DOHB-NATT2-390113-2021
OSEC-DOHB-NATT2-390114-2021
OSEC-DOHB-NATT2-390115-2021
OSEC-DOHB-NATT2-390116-2021
OSEC-DOHB-NATT2-390117-2021
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OSEC-DOHB-NATT2-390120-2021
OSEC-DOHB-NATT2-390121-2021
OSEC-DOHB-NATT2-390122-2021
OSEC-DOHB-NATT2-390123-2021

	OSEC-DOHB-NATT2-390124-2021 OSEC-DOHB-NATT2-390125-2021 OSEC-DOHB-NATT2-390126-2021 OSEC-DOHB-NATT2-390127-2021 OSEC-DOHB-NATT2-390128-2021 OSEC-DOHB-NATT2-390129-2021 OSEC-DOHB-NATT2-390130-2021 OSEC-DOHB-NATT2-390131-2021 OSEC-DOHB-NATT2-390132-2021 OSEC-DOHB-NATT2-390133-2021 OSEC-DOHB-NATT2-390134-2021 OSEC-DOHB-NATT2-390135-2021 OSEC-DOHB-NATT2-390136-2021 OSEC-DOHB-NATT2-390137-2021 OSEC-DOHB-NATT2-390138-2021 OSEC-DOHB-NATT2-390139-2021 OSEC-DOHB-NATT2-390140-2021 OSEC-DOHB-NATT2-390141-2021 OSEC-DOHB-NATT2-390142-2021 OSEC-DOHB-NATT2-390143-2021 OSEC-DOHB-NATT2-390144-2021 OSEC-DOHB-NATT2-390145-2021 OSEC-DOHB-NATT2-390146-2021 OSEC-DOHB-NATT2-390027-2015
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QUALIFICATION STANDARDS

EDUCATION:	Elementary School Graduate
WORK EXPERIENCE	None Required
TRAINING:	None Required
ELIGIBILITY	None Required MC 11 s. 1996 as amended (Cat. III)

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.

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
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POSITION: MEDICAL TECHNOLOGIST III

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	18
MONTHLY SALARY:	P43,681.00
ITEM NO.:	OSEC-DOHB-MDTK3-390194-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health
WORK EXPERIENCE	2 years of relevant experience
TRAINING:	8 hours of relevant training
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Supervises and monitors technical and quality operations of the Clinical Laboratory.
2. Performs chemical, microscopic, bacteriology and other laboratory examinations.
3. Applies techniques in the fields of bacteriology, parasitology, hematology, serology, clinical chemistry, and other related fields as needed by Clinical Laboratory.
4. Ensures the proper functioning and maintenance of equipment.
5. Acts as the training coordinator for the laboratory and supervises training of affiliates, post-graduates and volunteers.
6. Conducts laboratory research work.
7. Performs specialized laboratory services as needed (e.g. virology).
8. Participates in activities related to blood donation.
9. Prepares annual procurement plan.
10. Prepares requisition of supplies and materials.
11. Performs activity-based budgeting and resource generation.
12. Ensures quality control. Observes proper biohazards waste disposal.
13. Performs other related functions as may be assigned.

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Publication of Vacant Positions

POSITION: MEDICAL TECHNOLOGIST II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-MDTK2-390060-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health
WORK EXPERIENCE	1 year of relevant experience
TRAINING:	4 hours of relevant training
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Prepares tissues for microscopic pathology and applies techniques used in the field of Bacteriology, Parasitology, Hematology, Serology and Chemical and Morphological examinations.
2. Examines and tests urine, feces, sputum, spinal fluids, blood and other body fluids and substances.
3. Takes blood counts blood typing and hemoglobin.
4. Performs various chemical microscopic, bacteriologic test used in the diagnosis and treatment of diseases.
5. Prepares special kinds of media reagents and solution.
6. Receives or obtains specimens for laboratory apparatus and equipment according to prescribed techniques, ensures safekeeping and proper utilization of equipment and supplies.
7. Operates, maintains and calibrates laboratory apparatus and equipment according to prescribed techniques, ensures safekeeping and proper utilization of equipment and supplies.
8. Observes proper biohazards waste disposal.
9. Performs other relevant duties as may be assigned.

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POSITION: MEDICAL TECHNOLOGIST I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-MDTK1-390306-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health
WORK EXPERIENCE	None Required
TRAINING:	None Required
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Performs various chemical microscopic and bacteriological tests for use in diagnostic and treatment of diseases.
2. Records laboratory test results.
3. Operates, maintains and calibrates laboratory apparatus and equipment according to prescribed techniques.
4. Monitors stock level of supplies and reagents.
5. Checks proper functioning of laboratory equipment, and reports problem or needed repairs.
6. Takes blood counts, blood typing and hemoglobin test such as examining and testing blood parasites, sugar, albumin, hemoglobin contact, rh factor.
7. Performs other relevant duties as may be assigned.

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POSITION: MEDICAL LABORATORY TECHNICIAN III

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	10
MONTHLY SALARY:	P21.205.00
ITEM NO.:	OSEC-DOHB-MLAB3-390361-2021

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	2 years of relevant experience
TRAINING:	8 hours of relevant training
ELIGIBILITY	RA 1080

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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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 21, 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 21, 2021**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.