

Republic of the Philippines  
**BICOL MEDICAL CENTER**  
 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-MDOF4-390002-2016 OSEC-DOHB-MDOF4-390109-2017 OSEC-DOHB-MDOF4-390114-2017 OSEC-DOHB-MDOF4-390115-2017 OSEC-DOHB-MDOF4-390116-2017 OSEC-DOHB-MDOF4-390117-2017 OSEC-DOHB-MDOF4-390118-2017 OSEC-DOHB-MDOF4-390119-2017 OSEC-DOHB-MDOF4-390120-2017 OSEC-DOHB-MDOF4-390121-2017 OSEC-DOHB-MDOF4-390122-2017 OSEC-DOHB-MDOF4-390123-2017 OSEC-DOHB-MDOF4-390124-2017 OSEC-DOHB-MDOF4-390125-2017 OSEC-DOHB-MDOF4-390126-2017 OSEC-DOHB-MDOF4-390127-2017 OSEC-DOHB-MDOF4-390128-2017 OSEC-DOHB-MDOF4-390129-2017 OSEC-DOHB-MDOF4-390130-2017 OSEC-DOHB-MDOF4-390131-2017 OSEC-DOHB-MDOF4-390132-2017 OSEC-DOHB-MDOF4-390133-2017 OSEC-DOHB-MDOF4-390134-2017 OSEC-DOHB-MDOF4-390135-2017 OSEC-DOHB-MDOF4-390136-2017 OSEC-DOHB-MDOF4-390137-2017

**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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**POSITION: MEDICAL OFFICER III**

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	21
MONTHLY SALARY:	P60,901.00
ITEM NO.:	OSEC-DOHB-MDOF3-390012-2010 OSEC-DOHB-MDOF3-390013-2014 OSEC-DOHB-MDOF3-390013-1999 OSEC-DOHB-MDOF3-390037-1998 OSEC-DOHB-MDOF3-390029-2008

**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.

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 **JUNE 28, 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: **JUNE 28, 2021**

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