

Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: ADMINISTRATIVE OFFICER II

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section)
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-ADOF2-390011-2015

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. Provides information on hospital services and public assistance to clients.
2. Checks basic forms required by the case.
3. Checks all information required by the case.
4. Checks all necessary authentications whether or not all entries are dated and signed.
5. Documents result of quantitative and qualitative analysis performed on medical records.
6. Checks if all necessary authorizations are attached to the chart.
7. Reviews completeness of the chart, and ensures adequacy of documentation.
8. 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: ADMINISTRATIVE OFFICER II

AREA OF ASSIGNMENT	Bicol Medical Center (Chief Administrative Officer Office)
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-ADOF2-390048-2017

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. Prepares Hospital Order, Memorandums and communications, both internal & external.
2. Supervises receiving, evaluation meeting, routing and filing of hospital documents.
3. Prepares drafts/minutes of meeting and activities of HOPSD.
4. Assist during administrative functions, meeting and selected activities.
5. Assist the Chief Administrative Officer in expediting internal Staff Services and Administrative details.
6. Coordinates and updates the Work Instructions.
7. Act as Secretary to CAO Committees.
8. Performs other functions as may be assigned.

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BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: ADMINISTRATIVE ASSISTANT II

AREA OF ASSIGNMENT	Bicol Medical Center (Budget Section)
SALARY GRADE:	8
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390041-2016

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. Receives, reviews and prepares ALOBS for disbursements, vouchers, regional orders and other pertinent documents.
2. Assists in the preparation of annual, supplemental and special budget proposals by sourcing documents for justifications and explanations.
3. Prepares budget report and related statements for management and/or Budget officials.
4. Encodes funds utilization of different hospital services.
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 **July 12, 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: **JULY 12, 2021**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.