

Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: RESPIRATORY THERAPIST III

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	17
MONTHLY SALARY:	P39,986.00
ITEM NO.:	OSEC-DOHB-RSTH3-390068-2017

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Respiratory Therapy
WORK EXPERIENCE	Two (2) years of relevant experience
TRAINING:	Eight (8) hours of relevant training
ELIGIBILITY	RA 1080 (Respiratory Therapist)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Supervises the delivery of respiratory therapy programs that help patients develop, regain or maintain their ability to perform daily activities.
2. Performs and evaluates hospital's mechanical ventilator, as well as maintaining the performance of other respiratory equipment.
3. 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.
4. Performs spirometry examination including daily calibration of the spirometer.
5. Performs ABG examination including arterial blood extraction.
6. Performs electrocardiogram (ECG).
7. Performs other related duties 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: NUTRITIONIST-DIETITIAN II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-ND2-390035-2014 OSEC-DOHB-ND2-390263-2021 OSEC-DOHB-ND2-390264-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelors degree major in Nutrition, Dietetics or Community Nutrition
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. Directs and supervises the therapeutic aspects of food preparation and servicing of modified diets to patients.
2. Adapts and modified menus in accordance with patient's needs for maintenance or improvement of nutritional status.
3. Observes patient's acceptance of diets, and evaluates food consumed.
4. Consults with Physicians concerning dietary prescriptions and implements through meals adapted to the needs of individual patients.
5. Participates in health team rounds, and serves as consultant on nutritional care.
6. Instructs in and out patients regarding diet modification.
7. Monitors the system for transmission of patients diet order and changes and assist in the establishment of efficient food delivery system to the patients.
8. Supervises and maintains high standards of sanitation and safety practices in all areas and units involved in the diet therapy.
9. Participates in professional meetings and conferences, and in service education for dietary employees and staff.
10. Provides training and education program for dietetic personnel and trainees in food service management and conducts orientation/lecture to affiliates/trainees.
11. Conducts and assists in dietary service policy development and research works in dietetic management.
12. Records diet census, and prepares monthly statistical and financial report.
13. Promotes diet therapy program, and coordinates with other departments regarding other relevant programs.
14. Conducts nutritional assessment and counselling of in and out patients.
15. Prepares diet tags for therapy patients.
16. Prepares annual procurement plans.
17. Performs other related functions as may be assigned.

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Republic of the Philippines
BICOL MEDICAL CENTER
 Publication of Vacant Positions

POSITION: PHARMACIST II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-PH2-390031-2008 OSEC-DOHB-PH2-390265-2021 OSEC-DOHB-PH2-390266-2021 OSEC-DOHB-PH2-390267-2021 OSEC-DOHB-PH2-390268-2021 OSEC-DOHB-PH2-390269-2021 OSEC-DOHB-PH2-390270-2021 OSEC-DOHB-PH2-390271-2021 OSEC-DOHB-PH2-390272-2021 OSEC-DOHB-PH2-390273-2021 OSEC-DOHB-PH2-390274-2021 OSEC-DOHB-PH2-390275-2021 OSEC-DOHB-PH2-390276-2021 OSEC-DOHB-PH2-390277-2021 OSEC-DOHB-PH2-390278-2021 OSEC-DOHB-PH2-390279-2021 OSEC-DOHB-PH2-390280-2021 OSEC-DOHB-PH2-390281-2021 OSEC-DOHB-PH2-390282-2021 OSEC-DOHB-PH2-390283-2021 OSEC-DOHB-PH2-390284-2021 OSEC-DOHB-PH2-390285-2021 OSEC-DOHB-PH2-390286-2021 OSEC-DOHB-PH2-390287-2021 OSEC-DOHB-PH2-390288-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree in Pharmacy
WORK EXPERIENCE	None Required
TRAINING:	None Required
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Classifies drugs and compounds and dispenses pharmaceutical preparations, drugs and medicines as prescribed by licensed physicians and dentists.
2. Records prescription and other information in the appropriate manner, and checks authenticity of said records.
3. Check expiration dates and labels on drugs.
4. Dispenses drugs and medicines to patients and nurse stations.
5. Posts and checks the delivery of medicines from the property for safekeeping and proper storage.
6. Reports adverse drug reactions to BFAD
7. Performs other related duties as may be assigned.

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Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: SOCIAL WELFARE OFFICER II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-SOCWO2-390289-2021 OSEC-DOHB-SOCWO2-390290-2021 OSEC-DOHB-SOCWO2-390291-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree in Social Work
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	RA 1080 (Social Worker)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Assists supervision of MSS staff and ensures the implementation of all administrative rules and regulations including assessment of economic and other resources of patients and their families.
2. Performs casework service patients referred with social, emotional or environmental problems affecting their medical situation.
3. Consults with other disciplines in the setting concerned and directs the implementation, coordination and collaboration of the MSS activities with other disciplines.
4. Mobilizes external resources to meet the medical needs of patients.
5. Ensures the systematic documentation, reporting and preparation of monthly reports.
6. Performs other relevant functions as may be assigned.

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POSITION: STATISTICIAN II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	15
MONTHLY SALARY:	P33,575.00
ITEM NO.:	OSEC-DOHB-STAT2-390293-2021

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. Assists the Statistician III in the preparation of Monthly, Quarterly and Annual Statistical Reports of the hospital.
2. Encodes pertinent demographics and clinical data of patients into the HOMIS for statistical and reference purposes.
3. Prepares analysis via a comparative table of targets vs. Actual performance of the hospital.
4. Assists in the preparation of the Monthly Mandatory Hospital report for submission to Philhealth.
5. Collects monthly accomplishment report from various cost centers for collation in the Statistical Report.
6. Performs other related functions as may be assigned by the immediate Supervisor.

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BICOL MEDICAL CENTER
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POSITION: RESPIRATORY THERAPIST II

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

QUALIFICATION STANDARDS

EDUCATION:	Bachelor of Science in Respiratory Therapy
WORK EXPERIENCE	One (1) year of relevant 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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POSITION: RADIOLOGIC TECHNOLOGIST I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-RT1-390001-1998 OSEC-DOHB-RT1-390333-2021 OSEC-DOHB-RT1-390334-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor 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 images, 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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POSITION: SOCIAL WELFARE OFFICER I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-SOCWO1-390335-2021 OSEC-DOHB-SOCWO1-390336-2021 OSEC-DOHB-SOCWO1-390337-2021 OSEC-DOHB-SOCWO1-390338-2021 OSEC-DOHB-SOCWO1-390339-2021 OSEC-DOHB-SOCWO1-390340-2021 OSEC-DOHB-SOCWO1-390341-2021 OSEC-DOHB-SOCWO1-390342-2021

QUALIFICATION STANDARDS

EDUCATION:	Bachelor's degree in Social Work
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	RA 1080 (Social Worker)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Conducts interviews and counseling sessions for patients and their families.
2. Mobilizes external resources to meet medical needs of patients and their families.
3. Prepares required reports.
4. Assesses and classifies patients according to their economic and other needs.
5. Coordinates and collaborates with concerned stakeholders to provide holistic care to patients and their families.
6. Provides assistance to disadvantaged and abandoned patients.
7. Performs other related function as may be assigned.

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POSITION: SOCIAL WELFARE ASSISTANT

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-SOCWAS-390300-2016 OSEC-DOHB-SOCWAS-390447-2021 OSEC-DOHB-SOCWAS-390448-2021 OSEC-DOHB-SOCWAS-390449-2021 OSEC-DOHB-SOCWAS-390450-2021 OSEC-DOHB-SOCWAS-390451-2021 OSEC-DOHB-SOCWAS-390452-2021 OSEC-DOHB-SOCWAS-390453-2021

QUALIFICATION STANDARDS

EDUCATION:	Completion of two years in college
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	Career Service (Subprofessional) First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Receives, records process and releases incoming and outgoing communications and other documents.
2. Files and maintains official communications and other documents for safekeeping and ready reference.
3. Routes circulars and memoranda upon instructions.
4. Liaison work with other offices/services with within hospital.
5. Transmits and receives official messages/telephone calls.
6. Performs other related function as may be assigned.

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POSITION: PHYSICAL THERAPY TECHNICIAN I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-PTT1-390032-2014 OSEC-DOHB-PTT1-390147-2021 OSEC-DOHB-PTT1-390148-2021 OSEC-DOHB-PTT1-390149-2021 OSEC-DOHB-PTT1-390150-2021

QUALIFICATION STANDARDS

EDUCATION:	Completion of two years in college
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Career Service (Subprofessional) First Level Eligibility

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Observes, evaluates and conduct structured activities of clients.
2. Attends ward rounds, evaluates and coordinates with medical and paramedical group for clients to take treatment program.
3. Plans and schedules therapeutic activities for clients.
4. Orients student affiliates, nurses and other groups regarding rehabilitation.
5. Prepares required reports.
6. Performs other related function as may be assigned.

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POSITION: COOK II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	05
MONTHLY SALARY:	P15,275.00
ITEM NO.:	OSEC-DOHB-COK2-390157-2021 OSEC-DOHB-COK2-390158-2021 OSEC-DOHB-COK2-390159-2021 OSEC-DOHB-COK2-390160-2021 OSEC-DOHB-COK2-390161-2021

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. Prepares and cooks therapeutic and full diet meals according to planned menu of food orders.
2. Purchases raw ingredients and commissary supplies.
3. Ensures food quality that meets standards and samples these for palatability and seasoning.
4. Maintains sanitary standards in the preparation, apportioning, and storage of food.
5. Assists supervisor in directing kitchen activities such as planning menus, receiving deliveries and conducting inventory of kitchen supplies and food.
6. Prepares work assignments and instructions on methods and procedures to subordinate cooks.
7. Instruct and trains new kitchen workers.
8. Enforces law and regulations on micronutrients.
9. Ensures hygienic practices in the preparation and distribution of food and waste.
10. Performs other related function as may be assigned.

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Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: DENTAL AIDE

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	04
MONTHLY SALARY:	P14,400.00
ITEM NO.:	OSEC-DOHB-DTA-390029-2021

QUALIFICATION STANDARDS

EDUCATION:	High 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. Maintains cleanliness and sanitation of dental clinic, equipment and instruments.
2. Prepares and maintains dental records.
3. Assist the Dentist during the course of treating patients.
4. Prepares patients to dental care treatment and conducts preliminary assessment of external reactions and manifestations to anesthesia (I.e. respirations, facial coloration and pupillary reflex).
5. Ensures the organization and sanitation of dental instruments and supplies, especially prior to use by Dentist.
6. Provides basic preventive dental services.
7. Assists the Dentists in providing dental services during medical-dental missions/outreaches.
8. Performs other related function as may be assigned.

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Republic of the Philippines
BICOL MEDICAL CENTER
 Publication of Vacant Positions

POSITION: MIDWIFE I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	09
MONTHLY SALARY:	P19,593.00
ITEM NO.:	OSEC-DOHB-MDWF1-390380-2021 OSEC-DOHB-MDWF1-390381-2021 OSEC-DOHB-MDWF1-390382-2021 OSEC-DOHB-MDWF1-390383-2021 OSEC-DOHB-MDWF1-390384-2021 OSEC-DOHB-MDWF1-390385-2021 OSEC-DOHB-MDWF1-390386-2021 OSEC-DOHB-MDWF1-390387-2021 OSEC-DOHB-MDWF1-390388-2021 OSEC-DOHB-MDWF1-390389-2021 OSEC-DOHB-MDWF1-390390-2021 OSEC-DOHB-MDWF1-390391-2021 OSEC-DOHB-MDWF1-390392-2021 OSEC-DOHB-MDWF1-390393-2021 OSEC-DOHB-MDWF1-390394-2021 OSEC-DOHB-MDWF1-390395-2021 OSEC-DOHB-MDWF1-390396-2021 OSEC-DOHB-MDWF1-390397-2021 OSEC-DOHB-MDWF1-390398-2021 OSEC-DOHB-MDWF1-390399-2021

QUALIFICATION STANDARDS

EDUCATION:	Completion of the Midwifery Course
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Attends to pre-natal, post-natal and normal delivery nursing procedures.
2. Attends to well babies and their immunization.
3. Provides first aid and emergency measures in the absence of the nurse and/or physician in accordance with medical guidelines.
4. Attends only to normal deliveries and follows up referred cases, post-partum and newborn.
5. Conducts case finding on morbid and abnormal conditions, and refers to nurse and/or physician for appropriate action.
6. Performs other related functions as may be assigned.

Republic of the Philippines
BICOL MEDICAL CENTER
 Publication of Vacant Positions

POSITION: NURSING ATTENDANT I

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	04
MONTHLY SALARY:	P14,400.00
ITEM NO.:	OSEC-DOHB-NATT1-390019-2021 OSEC-DOHB-NATT1-390020-2021 OSEC-DOHB-NATT1-390021-2021 OSEC-DOHB-NATT1-390022-2021 OSEC-DOHB-NATT1-390023-2021 OSEC-DOHB-NATT1-390024-2021 OSEC-DOHB-NATT1-390025-2021 OSEC-DOHB-NATT1-390026-2021 OSEC-DOHB-NATT1-390027-2021 OSEC-DOHB-NATT1-390028-2021 OSEC-DOHB-NATT1-390056-1998

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. Takes and records vital signs of patients.
2. Performs bedside nursing care, such as removing bed pans, tube feeding, suctioning, catheterization, giving of enema and bathing patients.
3. Prepares patients for surgery as scheduled and emergency.
4. Answer patients calls.
5. Bring specimens to laboratory.
6. Records intake and output of patients as ordered.
7. Requisitions supplies from the central supply.
8. Maintains cleanliness of equipment.
9. Performs other delegated functions as may be assigned.

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POSITION: MIDWIFE II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
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 **July 29, 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 29, 2021**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.