

Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

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 studies 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.

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."

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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 studies 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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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 **August 2, 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: **AUGUST 2, 2021**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.