

Republic of the Philippines  
**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: ADMINISTRATIVE OFFICER III**

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section / Admitting)
SALARY GRADE:	14
MONTHLY SALARY:	P30,799.00
ITEM NO.:	OSEC-DOHB-ADOF3-390294-2021

**QUALIFICATION STANDARDS**

EDUCATION:	Bachelors degree
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. Supervises the evaluation and quality control of the Admitting and Information Unit- Health Information Management, and is directly responsible to the Head of the Health Information Management Section.
2. Assigns code numbers of diseases and operation based on the classification system.
3. Updates and maintains required indicesm i.e. Patient, Physician, disease and operation.
4. Encodes pertinent data in Medical Records for statistical report.
5. Maintains surveillance of incomplete diagnosis and coordinates with physicians concerned.
6. Performs other related duties as may be assigned.

This agency upholds **Equal Employment Opportunity Principle:**

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**POSITION: ADMINISTRATIVE OFFICER II**

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section / Admitting)
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-ADOF2-390295-2021 OSEC-DOHB-ADOF2-390296-2021 OSEC-DOHB-ADOF2-390297-2021 OSEC-DOHB-ADOF2-390298-2021

**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. Responsible for the completeness and ensures that ER Registers are accurate and updated.
2. Ensures that ER records are accounted and forwarded to HIMS OUT-Patient on daily basis.
3. Ensures the accuracy and timeliness of statistical report submission.
4. Makes sure that the Admitting/Information Unit supplies, equipment and facilities are sufficient and efficient.
5. In-charge of Admitting/Information Unit schedules and ensure that all stations are manned and operational 24/7.
6. Performs regular audits to ensure proper handling and assures accuracy and privacy of all patient data.
7. Communicates with patients, their families, and Members of the Hospital staff concerned to ensure that rules, regulations and procedures are followed.
8. Helps enhance delivery of patient care by integrating admission procedure with various Hospital Departments.
9. Keep patients, relatives, visitors and Admitting/Information Unit Staff informed by disseminating pertinent rules, regulations, policies and procedures.
10. Recommends innovations/quality improvement processes for excellent service delivery and enhanced customer satisfaction.

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**POSITION: ADMINISTRATIVE OFFICER II**

AREA OF ASSIGNMENT	Bicol Medical Center (Billing Section)
SALARY GRADE:	11
MONTHLY SALARY:	P23,877.00
ITEM NO.:	OSEC-DOHB-ADOF2-390299-2021 OSEC-DOHB-ADOF2-390300-2021 OSEC-DOHB-ADOF2-390301-2021 OSEC-DOHB-ADOF2-390302-2021 OSEC-DOHB-ADOF2-390303-2021 OSEC-DOHB-ADOF2-390304-2021 OSEC-DOHB-ADOF2-390305-2021

**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. Manages in the preparation of Statement of account in the discharge process of Philhealth.
2. Coordinates with other Sections regarding discharge of patients.
3. Provides technical assistance related to Philhealth matter.
4. Performs other related duties as may be assigned.

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**POSITION: AMINISTRATIVE OFFICER I**

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section)
SALARY GRADE:	10
MONTHLY SALARY:	P21,205.00
ITEM NO.:	OSEC-DOHB-ADOF1-390343-2021 OSEC-DOHB-ADOF1-390344-2021 OSEC-DOHB-ADOF1-390345-2021 OSEC-DOHB-ADOF1-390346-2021 OSEC-DOHB-ADOF1-390347-2021 OSEC-DOHB-ADOF1-390348-2021 OSEC-DOHB-ADOF1-390349-2021 OSEC-DOHB-ADOF1-390350-2021 OSEC-DOHB-ADOF1-390039-2017

**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. Analyzes specific portions of health records and assigns code numbers to diseases and operations/procedures based on the mandated classification system.
2. Updates and maintains the disease and operation and physician index files.
3. Assists Training Residents and authorized researchers in the conduct of their specific research.
4. Recommends appropriate action to be taken based on analysis and interpretation of data gathered.
5. Performs other relevant functions as may be required by the immediate supervisor.

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**POSITION: AMINISTRATIVE OFFICER I**

AREA OF ASSIGNMENT	Bicol Medical Center (Cash Operations Section)
SALARY GRADE:	10
MONTHLY SALARY:	P21,205.00
ITEM NO.:	OSEC-DOHB-ADOF1-390351-2021 OSEC-DOHB-ADOF1-390352-2021 OSEC-DOHB-ADOF1-390353-2021 OSEC-DOHB-ADOF1-390354-2021 OSEC-DOHB-ADOF1-390355-2021 OSEC-DOHB-ADOF1-390356-2021 OSEC-DOHB-ADOF1-390357-2021 OSEC-DOHB-ADOF1-390358-2021 OSEC-DOHB-ADOF1-390059-2021 OSEC-DOHB-ADOF1-390060-2021

**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. Collects and receives hospital and other services fees.
2. Prepares deposit slip for the day's collection.
3. Enters/records to the cash book all collections and deposits in the order of the transactions occurred.
4. Prepares daily report of Collection and Deposit, and Cash Receipts Records.
5. Prepares Monthly Accountability Reports for Accountable Forms.
6. Performs other functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT III**

AREA OF ASSIGNMENT	Bicol Medical Center (Office of the Medical Center Chief)
SALARY GRADE:	09
MONTHLY SALARY:	P19,593.00
ITEM NO.:	OSEC-DOHB-ADAS3-390363-2021

**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 and records incoming internal and external communications.
2. Receives records/releases vouchers, PRs, BAC RESO, CO, CA, Notice of Award, PO for approval.
3. Assists in entertaining officials from DOH Central Office and other government and private agencies.
4. Maintains files of important and confidential papers and documents.
5. Performs other relevant functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT III**

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Office)
SALARY GRADE:	09
MONTHLY SALARY:	P19,593.00
ITEM NO.:	OSEC-DOHB-ADAS3-390364-2021

**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. Drafts and prepares routine official communications such as letters and endorsements.
2. Prepares reports and other required documents.
3. Compiles and maintains official communications and other documents.
4. Monitors, receipt and release of incoming and outgoing communications as well as liaison work with other offices.
5. Performs other related functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT III**

AREA OF ASSIGNMENT	Bicol Medical Center (Accounting Section)
SALARY GRADE:	09
MONTHLY SALARY:	P19,593.00
ITEM NO.:	OSEC-DOHB-ADAS3-390365-2021 OSEC-DOHB-ADAS3-390366-2021

**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. Post and balances the general ledger.
2. Prepares trial balances, monthly statements of income and expenditures, and other required reports.
3. Reconciles treasury accounts and back balances, and keeps books of general entry.
4. Prepares correspondence pertaining to financial and bookkeeping entry.
5. Maintains subsidiary ledger.
6. Performs other related function as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT III**

AREA OF ASSIGNMENT	Bicol Medical Center (Billing Section)
SALARY GRADE:	09
MONTHLY SALARY:	P19,593.00
ITEM NO.:	OSEC-DOHB-ADAS3-390367-2021 OSEC-DOHB-ADAS3-390368-2021 OSEC-DOHB-ADAS3-390369-2021 OSEC-DOHB-ADAS3-390370-2021 OSEC-DOHB-ADAS3-390371-2021 OSEC-DOHB-ADAS3-390372-2021 OSEC-DOHB-ADAS3-390373-2021 OSEC-DOHB-ADAS3-390374-2021 OSEC-DOHB-ADAS3-390375-2021 OSEC-DOHB-ADAS3-390376-2021 OSEC-DOHB-ADAS3-390377-2021 OSEC-DOHB-ADAS3-390378-2021 OSEC-DOHB-ADAS3-390379-2021 OSEC-DOHB-ADAS3-390005-2015

**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 and checks completeness of Philhealth pre billing requirements.
2. Bills Service, Philhealth, ER, Out Patients Philhealth, and Pay patients.
3. Routes Philhealth statement of accounts and supporting documents.
4. Prepares Philhealth patients jacket.
5. Performs other related matters as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Nutrition and Dietetics Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390400-2021 OSEC-DOHB-ADAS2-390401-2021

**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. Performs general office clerical routines.
2. Receives and transmits telephone messages.
3. Encodes and reproduce cycle menus and other attachments.
4. Prepares payment vouchers and other attachments.
5. Posts to bulletin board memoranda and announcement.
6. Checks the daily time records and prepares monthly attendance report.
7. Prepares incidental reports.
8. Encodes and keep minutes of regular dietary personnel meetings/conferences.
9. Monitors and requests office supplies.
10. Handles multi-task responsibilities as may be assigned by the immediate supervisor.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Human Resource Management Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390402-2021 OSEC-DOHB-ADAS2-390403-2021

**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. Facilitates administrative matters and concerns related to HRM activities.
2. Assists in the implementation, monitoring and evaluation of HRM activities.
3. Maintains 201 files and ensures security and confidentiality.
4. Encodes, indexes, and files office correspondences and other pertinent documents pertaining to HRM.
5. Maintains general cleanliness and good filing record in the filing room.
6. Performs other related function as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Pharmacy Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390404-2021 OSEC-DOHB-ADAS2-390405-2021 OSEC-DOHB-ADAS2-390406-2021 OSEC-DOHB-ADAS2-390407-2021 OSEC-DOHB-ADAS2-390408-2021 OSEC-DOHB-ADAS2-390409-2021 OSEC-DOHB-ADAS2-390410-2021 OSEC-DOHB-ADAS2-390411-2021 OSEC-DOHB-ADAS2-390412-2021 OSEC-DOHB-ADAS2-390413-2021 OSEC-DOHB-ADAS2-390414-2021 OSEC-DOHB-ADAS2-390415-2021 OSEC-DOHB-ADAS2-390416-2021 OSEC-DOHB-ADAS2-390417-2021 OSEC-DOHB-ADAS2-390418-2021 OSEC-DOHB-ADAS2-390419-2021 OSEC-DOHB-ADAS2-390420-2021 OSEC-DOHB-ADAS2-390421-2021 OSEC-DOHB-ADAS2-390422-2021 OSEC-DOHB-ADAS2-390423-2021 OSEC-DOHB-ADAS2-390424-2021 OSEC-DOHB-ADAS2-390425-2021 OSEC-DOHB-ADAS2-390426-2021 OSEC-DOHB-ADAS2-390427-2021 OSEC-DOHB-ADAS2-390428-2021 OSEC-DOHB-ADAS2-390429-2021 OSEC-DOHB-ADAS2-390430-2021 OSEC-DOHB-ADAS2-390431-2021 OSEC-DOHB-ADAS2-390432-2021 OSEC-DOHB-ADAS2-390433-2021 OSEC-DOHB-ADAS2-390052-2016

**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. Assists in the dispensing of drugs and medicines.
2. Assists in the inspection of medicines stored in the bulk storeroom as well as in the monitoring of expiration dates.

3. Transfers medicines from the bulk storeroom to the active dispensing area of pharmacy.
4. Encodes, files, receives, and releases documents.
5. Assists in the regular physical inventory of stocks.
6. Performs other related function as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Budget Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390434-2021

**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, 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 the different hospital services.
5. Performs other related functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Cash Operations Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390435-2021 OSEC-DOHB-ADAS2-390436-2021 OSEC-DOHB-ADAS2-390437-2021 OSEC-DOHB-ADAS2-390438-2021 OSEC-DOHB-ADAS2-390439-2021

**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 cash and check payments and issues receipts.
2. Count cash collections made until cut-off time.
3. Receives and encodes collection received; and prepares daily and periodic report of collection.
4. Maintains cash book and prepares daily collection report and deposit slip.
5. Encodes collection to cashier for recording and safekeeping.
6. Labels number of series to official stubs.
7. Performs other related functions.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Accounting Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390440-2021 OSEC-DOHB-ADAS2-390441-2021 OSEC-DOHB-ADAS2-390442-2021

**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. Assists in the reconciliation and maintenance of various books of account.
2. Reviews the accuracy, propriety, legality and account classification of abstract of disbursements and various financial documents.
3. Makes allowances or suspensions and drafts appropriate correspondence.
4. Reviews allotments and obligations periodically and notifies relevant personnel.
5. Reviews posted transactions in general and subsidiary ledgers and makes appropriate adjustments when necessary.
6. Reviews and processes general vouchers, requests for replenishment of cash advances and other claims.
7. Prepares financial transactions and other reports.
8. Verifies journal entries of abstracts of treasury warrants.
9. Performs other relevant functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT II**

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section)
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-ADAS2-390443-2021 OSEC-DOHB-ADAS2-390444-2021 OSEC-DOHB-ADAS2-390445-2021

**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. Interviews parent for data required in the Certificate of Live Birth (COLB).
2. Secures physician's signature on COLB of babies born in the hospital.
3. Endorses completed COLBs to HIMS In-Patient Unit for transcription and transmission to the Local Civil Registrar.
4. Encodes/records birth data of babies born in the Birth Register.
5. Accounts that all live births have corresponding COLBs.
6. Does other related jobs as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Clinical Areas, Clinical Laboratory, Department of Radiology, Office of the Chief Nurse, OB Complex Office of the Financial and Management Officer, Office of the Chief of Medical Professional Staff)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390454-2021 OSEC-DOHB-ADAS1-390455-2021 OSEC-DOHB-ADAS1-390456-2021 OSEC-DOHB-ADAS1-390457-2021 OSEC-DOHB-ADAS1-390459-2021 OSEC-DOHB-ADAS1-390460-2021 OSEC-DOHB-ADAS1-390461-2021 OSEC-DOHB-ADAS1-390469-2021 OSEC-DOHB-ADAS1-390470-2021 OSEC-DOHB-ADAS1-390473-2021 OSEC-DOHB-ADAS1-390474-2021

**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. Drafts and prepares routine official communication such as letters and endorsements as well required reports.
2. Performs other clerical services such as receipt and release of incoming and outgoing communication as well as liaison work with other offices.
3. Compiles and maintains control of records for safekeeping and ready reference.
4. Files and maintains official communications and other documents.
5. Performs other relevant functions as may be assigned.

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**BICOL MEDICAL CENTER**  
Publication of Vacant Positions

**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Bloodbank and Transfusion Services)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390458-2021

**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. In coordination with the Bloodbank Head, Donor Recruitment Officer (DRO) and Technical Section Head, shall perform the following task:
  - a. Directly supervise and monitors all MBD's advocacies and promotion on voluntary blood donation.
  - b. NVBSP strat plan, designs and organize training programs, provide technical assistance to LGU's, NGO's and stakeholders, formulate EIC materials for volunteer blood donors and lobbying to LCE's business and private sectors.
  - c. Monitors the implementation of the program in LGU's NGO's and stakeholders
  - d. Organize training program on Quality Management for Both Blood bank staff and BSF's network members.
2. Prepares office communication letters, minutes of meetings, office memoranda.
3. Attends to meeting called DOH-NVBSP, BMC and Regional NVBSP.
4. Performs other relevant functions as may be assigned.

This agency upholds **Equal Employment Opportunity Principle:**

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Publication of Vacant Positions

**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390462-2021 OSEC-DOHB-ADAS1-390463-2021

**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. Receives, records, analyzes ICD 10 in the clinical coversheet for various clinical department.
2. Encodes medical charts.
3. Prepares monthly and quarterly summary of discharge analysis report (various clinical departments) for statistical report.
4. Prepares and submits quarterly statistical report.
5. Performs other related functions as may be assigned.

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**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Health Information and Management Section / Admitting)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390464-2021 OSEC-DOHB-ADAS1-390465-2021 OSEC-DOHB-ADAS1-390466-2021 OSEC-DOHB-ADAS1-390467-2021 OSEC-DOHB-ADAS1-390468-2021

**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. Gathers and encodes patient information.
2. Retrieves previous record from HOMIS/created new record.
3. Print patient ID and MPI/replaces lost patient ID.
4. Encodes Final Diagnosis and logs-outs patients disposition.
5. Records patient data in the ER logbook and forwards to HIM Out patient.
6. Receives ER Record.
7. Interview patient or relative for accurate patient demographics.
8. Refers patient to Social Worker for classification and/or to Billing Section for issuance of Philhealth ID.
9. Issues watcher's ID to patient relative/companion and retrieves Watcher's ID and signs patient clearance.
10. Encodes Admitting diagnosis, print and issues Clinical Cover Sheet and records pertinent data in the Admitting Time Logbook.
11. Does other related work from time to time.

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Publication of Vacant Positions

**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Procurement Section)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390471-2021 OSEC-DOHB-ADAS1-390472-2021

**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. Encodes or Records Outgoing all Procurement documents such as, but not limited to Purchase Orders.
2. Routes, Serves and Collects all Procurement documents requiring signatures and/or approval of concerned signatories.
3. Receives, Encodes or Records Incoming Purchase Orders, BAC Resolutions, Request for Quotations, and Abstract of Bids for signature of concerned signatories.
4. Assist in the opening of Request for Quotation/Abstract of Quotations.
5. Assists in all pre-procurement, pre-bid and bid opening activities of the Bids and Awards Committee.
6. Performs other related functions as may be assigned.

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Publication of Vacant Positions

**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Office of the Chief Administrative Officer)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390475-2021

**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. Receives incoming communications.
2. Records documents in logbooks/review and forwards to the Chief Administrative Officer for appropriate action.
3. Receives hospital orders, hospital memoranda and other hospital communications, records in logbook and assigns corresponding number on the hospital orders and memoranda.
4. Distributes to all concerned offices and personnel in the hospital memoranda and notice of meetings and other official documents.
5. Maintains office files and orderliness of the office.
6. Performs other related functions as may be assigned.

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Publication of Vacant Positions

**POSITION: ADMINISTRATIVE ASSISTANT I**

AREA OF ASSIGNMENT	Bicol Medical Center (Materials Management Section)
SALARY GRADE:	07
MONTHLY SALARY:	P17,179.00
ITEM NO.:	OSEC-DOHB-ADAS1-390476-2021 OSEC-DOHB-ADAS1-390477-2021

**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. Encodes/Prepares and records inventory Custodian Slip (semi-expendable or below Php15,000).
2. Encodes or Prepares and Records Property Acknowledgement Receipt (Php15,000 and above).
3. Files acknowledged and signed Inventory Custodian Slip/Property Acknowledge Receipt from end-user to their individual Folder.
4. Prepares and records Property Card tom issued Property, Plant and Equipment.
5. Prepares monthly report of Property, Plant and Equipment (hospital equipment and semi-expendables).
6. Conducts inventory and reconciliation of Physical Count of Stocks.
7. Performs other task 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 5, 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: **AUGUST 5, 2021**

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