

Republic of the Philippines
BICOL MEDICAL CENTER
 Publication of Vacant Positions

POSITION: MEDICAL SPECIALIST II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	23
MONTHLY SALARY:	P76,907.00
ITEM NO.:	OSEC-DOHB-MDSP2-390049-2021 OSEC-DOHB-MDSP2-390050-2021 OSEC-DOHB-MDSP2-390051-2021 OSEC-DOHB-MDSP2-390052-2021 OSEC-DOHB-MDSP2-390053-2021 OSEC-DOHB-MDSP2-390054-2021 OSEC-DOHB-MDSP2-390055-2021 OSEC-DOHB-MDSP2-390056-2021 OSEC-DOHB-MDSP2-390057-2021 OSEC-DOHB-MDSP2-390058-2021 OSEC-DOHB-MDSP2-390059-2021 OSEC-DOHB-MDSP2-390060-2021 OSEC-DOHB-MDSP2-390061-2021 OSEC-DOHB-MDSP2-390062-2021 OSEC-DOHB-MDSP2-390063-2021 OSEC-DOHB-MDSP2-390064-2021 OSEC-DOHB-MDSP2-390065-2021 OSEC-DOHB-MDSP2-390066-2021 OSEC-DOHB-MDSP2-390067-2021 OSEC-DOHB-MDSP2-390068-2021 OSEC-DOHB-MDSP2-390069-2021 OSEC-DOHB-MDSP2-390070-2021 OSEC-DOHB-MDSP2-390071-2021 OSEC-DOHB-MDSP2-390072-2021 OSEC-DOHB-MDSP2-390073-2021 OSEC-DOHB-MDSP2-390074-2021 OSEC-DOHB-MDSP2-390075-2021 OSEC-DOHB-MDSP2-390076-2021 OSEC-DOHB-MDSP2-390077-2021 OSEC-DOHB-MDSP2-390078-2021 OSEC-DOHB-MDSP2-390079-2021 OSEC-DOHB-MDSP2-390080-2021 OSEC-DOHB-MDSP2-390081-2021 OSEC-DOHB-MDSP2-390082-2021 OSEC-DOHB-MDSP2-390083-2021 OSEC-DOHB-MDSP2-390084-2021 OSEC-DOHB-MDSP2-390085-2021 OSEC-DOHB-MDSP2-390086-2021 OSEC-DOHB-MDSP2-390087-2021 OSEC-DOHB-MDSP2-390088-2021 OSEC-DOHB-MDSP2-390089-2021 OSEC-DOHB-MDSP2-390090-2021 OSEC-DOHB-MDSP2-390091-2021 OSEC-DOHB-MDSP2-390092-2021 OSEC-DOHB-MDSP2-390093-2021 OSEC-DOHB-MDSP2-390094-2021 OSEC-DOHB-MDSP2-390095-2021 OSEC-DOHB-MDSP2-390096-2021 OSEC-DOHB-MDSP2-390097-2021

	OSEC-DOHB-MDSP2-390098-2021 OSEC-DOHB-MDSP2-390099-2021 OSEC-DOHB-MDSP2-390100-2021 OSEC-DOHB-MDSP2-390101-2021 OSEC-DOHB-MDSP2-390102-2021 OSEC-DOHB-MDSP2-390103-2021 OSEC-DOHB-MDSP2-390104-2021 OSEC-DOHB-MDSP2-390105-2021 OSEC-DOHB-MDSP2-390106-2021 OSEC-DOHB-MDSP2-390107-2021 OSEC-DOHB-MDSP2-390108-2021
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QUALIFICATION STANDARDS

EDUCATION:	Doctor of Medicine with certificate as Fellow and/or Diplomate of the relevant accredited specialty society and/or a doctor who passed the DOH Medical Specialist Examination
WORK EXPERIENCE	Two (2) years of responsible experience as MS I or other related experiences.
TRAINING:	Eight (8) hours of relevant training.
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Conducts thorough examination of patients.
2. Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned; directs and participates in their treatment, management, and care.
3. Prescribes treatment procedures and techniques within his/her field of specialization.
4. Supervises and/or conducts research on various diseases and etiology, cure and prevention as well as on progress of therapeutic management on confined patients.
5. Follows up discharged cases to determine reappearance of symptoms and efficacy of treatment.
6. Evaluates performance of Medical Officers and other direct subordinates.
7. Coordinates public health programs as assigned.
8. Ensures completeness of relevant medical documentation.
9. 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: MEDICAL SPECIALIST II (Part-Time)

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	23
MONTHLY SALARY:	P38,453.50
ITEM NO.:	OSEC-DOHB-MDSPT2-390004-1998 OSEC-DOHB-MDSPT2-390006-1998

QUALIFICATION STANDARDS

EDUCATION:	Doctor of Medicine with certificate as Fellow and/or Diplomate of the relevant accredited specialty society and/or a doctor who passed the DOH Medical Specialist Examination
WORK EXPERIENCE	Two (2) years of responsible experience as MS I or other related experiences.
TRAINING:	Eight (8) hours of relevant training.
ELIGIBILITY	RA 1080

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Conducts thorough examination of patients.
2. Gives medical attention to patients admitted in corresponding specialty department where he/she is assigned; directs and participates in their treatment, management, and care.
3. Prescribes treatment procedures and techniques within his/her field of specialization.
4. Supervises and/or conducts research on various diseases and etiology, cure and prevention as well as on progress of therapeutic management on confined patients.
5. Follows up discharged cases to determine reappearance of symptoms and efficacy of treatment.
6. Evaluates performance of Medical Officers and other direct subordinates.
7. Coordinates public health programs as assigned.
8. Ensures completeness of relevant medical documentation.
9. Performs other related functions as may be assigned.

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Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: HOSPITAL HOUSEKEEPER

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	08
MONTHLY SALARY:	P18,251.00
ITEM NO.:	OSEC-DOHB-HHKPER-390446-2021

QUALIFICATION STANDARDS

EDUCATION:	High School Graduate
WORK EXPERIENCE	One (1) year of relevant experience
TRAINING:	Four (4) hours of relevant training
ELIGIBILITY	None required (MC 11 s. 1996 as amended - Cat. III)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Directs the utility workers in the maintenance and housekeeping activities of the hospital and dormitory.
2. Makes and enforces policies, rules and regulations regarding housekeeping of the hospital.
3. Requisitions necessary supplies and maintains custody of such.
4. Records and submits reports on any occurrences and dormitory-related matters.
5. Performs other related functions as may be assigned.

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Publication of Vacant Positions

POSITION: ADMINISTRATIVE AIDE VI

AREA OF ASSIGNMENT	Bicol Medical Center (Nursing OR)
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-ADA6-390485-2021 OSEC-DOHB-ADA6-390486-2021 OSEC-DOHB-ADA6-390487-2021 OSEC-DOHB-ADA6-390488-2021

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. Renders personal services to patients such as providing assistance during transfers, positioning of patients and post mortem care.
2. Ensures safe and therapeutic environment by performing housekeeping duties such as cleaning and disinfecting hospital premises.
3. Reports safety hazards for prompt action.
4. Monitors working condition of fire protective equipment/facilities.
5. Performs other related functions as may be assigned.

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Republic of the Philippines
BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: ADMINISTRATIVE AIDE VI

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Section)
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-ADA6-390484-2021

QUALIFICATION STANDARDS

EDUCATION:	High School Graduate or completion of relevant vocational/trade course
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Mechanic (MC 11 s. 1996 as amended - Cat. II)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Performs major and minor mechanical repairs and troubleshooting of vehicles and heavy-duty mechanical equipment.
2. Assesses extent of repair and recommends appropriate disposition.
3. Provides technical assistance to Mechanic I.
4. Operates shop equipment.
5. Performs other related functions as may be assigned.

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BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: ADMINISTRATIVE AIDE VI

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Section)
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-ADA6-390483-2021

QUALIFICATION STANDARDS

EDUCATION:	High School Graduate or completion of relevant vocational/trade course
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Air-Conditioning/Refrigeration Technician (MC 11 s. 1996 as amended - Cat. II)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Perform evaluation, repair, maintenance, calibration, testing and installation of refrigerators and air-conditioning units, and submits Job Accomplishment Report confirmed by end-users.
2. Perform preventive maintenance works of refrigerators and air-conditioning units and submits Job Accomplishment Report confirmed by end-users.
3. Informs end-users re: status of job request.
4. Acts on written and/or verbal job request.
5. Performs other related functions as may be assigned.

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 Publication of Vacant Positions

POSITION: ADMINISTRATIVE AIDE VI

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Section)
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-ADA6-390478-2021 OSEC-DOHB-ADA6-390479-2021 OSEC-DOHB-ADA6-390480-2021 OSEC-DOHB-ADA6-390481-2021 OSEC-DOHB-ADA6-390482-2021

QUALIFICATION STANDARDS

EDUCATION:	High School Graduate or completion of relevant vocational/trade course
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Electrician (Building Wiring) (-250 volts) (MC 11 s. 1996 as amended - Cat. II)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Installs, repairs, replaces, and maintains electrical connection and fixtures, medical equipment, and power lines.
2. Installs and alters switches, wiring, and fuse boxes to connect electrical matters and generators, and extends circuits to handle additional appliances and lights.
3. Tests electrical circuits for proper operation.
4. Operates and maintains electrical generators and motors.
5. Clears distribution lines from power house to main connections switch.
6. Performs other related functions as may be assigned.

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POSITION: MEDICAL EQUIPMENT TECHNICIAN I

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Section)
SALARY GRADE:	06
MONTHLY SALARY:	P16,200.00
ITEM NO.:	OSEC-DOHB-MEQT1-390006-2015 OSEC-DOHB-MEQT1-390489-2021

QUALIFICATION STANDARDS

EDUCATION:	Completion of relevant two years studies on college or Completion of relevant medical laboratory technician course
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	None required (MC 11 s. 1996 as amended - Cat. II)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Performs electrical, electronic, and electromechanical services required for repair or preventive/corrective maintenance of clinical and laboratory equipment.
2. Conducts and maintains inventories of health care equipment and other physical plant facilities.
3. Trains user in the proper operation and maintenance of medical equipment.
4. Prepares and submit work activity reports.
5. Assesses and estimates materials needed for the repair of the medical equipment.
6. Reports potential hazards involving clinical equipment.
7. Performs other related functions as may be assigned.

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POSITION: ADMINISTRATIVE AIDE V

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Section)
SALARY GRADE:	05
MONTHLY SALARY:	P15,275.00
ITEM NO.:	OSEC-DOHB-ADA5-390154-2021 OSEC-DOHB-ADA5-390155-2021 OSEC-DOHB-ADA5-390156-2021

QUALIFICATION STANDARDS

EDUCATION:	Elementary School Graduate
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Carpenter (MC 11 s. 1996 as amended - Cat. II)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Constructs and maintains structural woodwork, furniture, equipment, fixtures and building accessories.
2. Checks repairs, and replaces structures and furniture as instructed.
3. Prepares simple design for woodwork of the hospital.
4. Performs other maintenance work such a painting and masonry as needed.
5. Performs other related functions as may be assigned.

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Publication of Vacant Positions

POSITION: ADMINISTRATIVE AIDE V

AREA OF ASSIGNMENT	Bicol Medical Center (Engineering & Facilities Management Section)
SALARY GRADE:	05
MONTHLY SALARY:	P15,275.00
ITEM NO.:	OSEC-DOHB-ADA5-390151-2021 OSEC-DOHB-ADA5-390152-2021 OSEC-DOHB-ADA5-390153-2021

QUALIFICATION STANDARDS

EDUCATION:	Elementary School Graduate
WORK EXPERIENCE	None required
TRAINING:	None required
ELIGIBILITY	Pipefitter or Plumber (MC 11 s. 1996 as amended - Cat. II)

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION

1. Installs and repairs water pipes and other plumbing related facilities and equipment such as valves and hydrants, sinks and fountains, faucets and showers.
2. Binds, cuts and thread air, water, steam and gas pipes.
3. Taps connections from the main pipes to hospital meters.
4. Prepares plans, blueprints and sketches of plumbing works.
5. Implements blueprints, and sketches of plumbing works.
6. Provides technical assistance to Plumber I.
7. Performs other related functions as may be assigned.

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POSITION: ADMINISTRATIVE AIDE III

AREA OF ASSIGNMENT	Bicol Medical Center (Nutrition and Dietetics Section)
SALARY GRADE:	03
MONTHLY SALARY:	P13,572.00
ITEM NO.:	OSEC-DOHB-ADA3-390030-2021 OSEC-DOHB-ADA3-390031-2021 OSEC-DOHB-ADA3-390032-2021 OSEC-DOHB-ADA3-390033-2021 OSEC-DOHB-ADA3-390034-2021 OSEC-DOHB-ADA3-390035-2021 OSEC-DOHB-ADA3-390049-2004

QUALIFICATION STANDARDS

EDUCATION:	Must be able to read and write
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 delivers special (i.e. blenderized formula) and regular food to in-patients.
2. Collects, washes and conducts inventory of used feeding bottles, trays, utensils, and other implements.
3. Assists in food preparation prior to release from the kitchen.
4. Checks and follow up with the kitchen on changes in patients dietary requirements.
5. Performs other relevant duties as may be assigned.

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BICOL MEDICAL CENTER
Publication of Vacant Positions

POSITION: LAUNDRY WORKER II

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	03
MONTHLY SALARY:	P13,572.00
ITEM NO.:	OSEC-DOHB-LAW2-390036-2021 OSEC-DOHB-LAW2-390037-2021

QUALIFICATION STANDARDS

EDUCATION:	Must be able to read and write
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. Performs laundry services (i.e. counts, sorts, washes, starches, rinses, hangs, iron and folds different clothing and articles and garments).
2. Delivers clean clothing articles and garments to different units.
3. Assists in printing and numbering of linens.
4. Issues linen and clothing articles and garments to patients and signs clearance upon return of soiled articles.
5. Maintains required records (i.e. washed bed sheets, soiled articles, linen and gowns).
6. Observes safety standards for infection control.
7. Performs other related functions as may be assigned.

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Publication of Vacant Positions

POSITION: SEAMSTRESS

AREA OF ASSIGNMENT	Bicol Medical Center
SALARY GRADE:	02
MONTHLY SALARY:	P12,790.00
ITEM NO.:	OSEC-DOHB-SEAM-390038-2021

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. Measures and cuts cloth according to pattern.
2. Sews pieces together to make simple clothing articles such as bedsheets, blankets, mosquito nets, drapers, and pillow cases by hand or machine.
3. Mends or repairs worn-out garments and cuts hospital linen.
4. Signs clearance and dispenses clean linen.
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 **August 19, 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 19, 2021**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.