

Republic of the Philippines
REGION II TRAUMA AND MEDICAL CENTER
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the REGION II TRAUMA AND MEDICAL CENTER in the CSC website:

JANIS M. BORJA, MPA, MBA
Supervising Administrative Officer

Date: April 25, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Health Physicist III	OSEC-DOHB-HPHY3-120024-2022	22	71511	Bachelor's degree relevant to the job	Sixteen (16) hours of relevant training within the last five (5) years	Three (3) years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Achieving High Standards (Advanced): Promotes high standards to colleagues. Learning Facilitation (Advanced): Demonstrates maturity and depth in dealing with learning facilitation issues and concerns. Management Acumen (Advanced): Makes effective and transparent decisions on routine and crisis situation based on gathered and examined information. Occupational Safety and Health Knowledge (Advanced): Maximizes results of gathered data in surveys and involves other units of DOH to come up with quality measures to keep up or eliminate hazards and risks in line with occupational health and safety. Research and Analysis (Advanced): Ensures research is relevant and reliable. Respecting and Caring for Patients (Advanced): Put premium on patients' decisions and space. Technical Consulting (Advanced): Ensures clients receive up-to-date and effective solution/ information.	Medical Division (Department of Radiology)
2	Chemist II	OSEC-DOHB-CMT2-120025-2022	15	36619	Bachelor of Science (BS) in Chemistry or an allied degree with at least sixty (60) units in professional Chemistry subjects/courses	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	RA 10657 (Chemistry Profession Act)	Attention to Details (Intermediate): Sets-up procedures to ensure quality work. Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles. Planning, Organizing and Delivering (Intermediate): Performs the work standards regularly with periodic evaluation utilizing technology and management tools to effectively delegate activities/ responsibilities to others. Research and Analysis (Intermediate): Fits research and its methodology with organization's goals and existing literatures. Technical Consulting (Intermediate): Provides timely help and expertise to clients.	Medical Division (Department of Pathology)

3	Nutritionist-Dietitian II	OSEC-DOHB-ND2-120003-1998	15	36619	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	RA1080	<p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Health Promotion and Health Education (Intermediate): Demonstrates proficiency in the application of health promotion interventions for disseminating health enhancing behaviors.</p> <p>Learning Facilitation (Intermediate): Exercises technical facilitation requirements.</p> <p>Nutrition and Dietetics Services (Intermediate): Under general supervision, performs support and technical services to the clients and does sensitive nutritional service such as preparation of nasogastric tube feeding.</p> <p>Occupational Safety and Health Knowledge (Intermediate): Implements systems and procedures in line with occupational health and safety knowledge and is aware of dangers and risks and appropriate response.</p> <p>Patient-Centered Care (Intermediate): Defines the patient care treatment required and provides intervention essential to the circumstance and situation.</p>	Medical Division (Nutrition and Dietetics Section)
4	Occupational Therapist II	OSEC-DOHB-OT2-120015-2015	15	36619	Bachelor's degree in Occupational Therapy	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	RA1080	<p>Has Supervisory Skills in developing people, managing conflict, managing change, managing staff performance</p>	Medical Division (Rehabilitation Medicine Department)
5	Physical Therapist II	OSEC-DOHB-PHT2-120009-2015	15	36619	Bachelor's degree in Physical Therapy	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	RA1080	<p>Care Management (Intermediate): Identifies CM services suitable to the needs of the population or patients.</p> <p>Case Management (Intermediate): Guides and informs clients throughout the process.</p> <p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Medical Knowledge (Intermediate): Integrates physical exams and ancillary studies to form diagnosis.</p> <p>Patient-Centered Care (Intermediate): Defines the patient care treatment required and provides intervention essential to the circumstance and situation.</p> <p>Training Program Administration (Intermediate): Does logistics and prepares content of the training program</p>	Medical Division (Rehabilitation Medicine Department)
6	Radiologic Technologist II	OSEC-DOHB-RT2-120001-1998	15	36619	Bachelor of Science in Radiologic Technology	Four (4) hours of training in radiologic technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	<p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed.</p> <p>Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles.</p> <p>Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services.</p> <p>Records Management (Intermediate): Complies to records management standards.</p> <p>Respecting and Caring of Patients (Intermediate): Caters to patients' needs.</p>	Medical Division (Department of Radiology)

7	Radiologic Technologist II	OSEC-DOHB-RT2-120018-2014	15	36619	Bachelor of Science in Radiologic Technology	Four (4) hours of training in radiologic technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed. Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles. Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards. Respecting and Caring of Patients (Intermediate): Caters to patients' needs.	Medical Division (Department of Radiology)
8	Speech Therapist II	OSEC-DOHB-STH2-120009-2015	14	33843	Bachelor's degree relevant to the job	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Knowledgeable in the use of qualitative and quantitative assessment methods, including standardized tests, as well as special instruments, to analyze and diagnose the nature and extent of speech, language, and swallowing impairments. Ability to develop an individualized plan of care, tailored to each patient's needs. Can select augmentative or alternative communication methods, including automated devices and sign language, and teach their use. Adept in counselling technique concerning communication disorders and how to cope with the stress and misunderstanding that often affects patients.	Medical Division (Rehabilitation Medicine Department)
9	Speech Therapist II	OSEC-DOHB-STH2-120012-2015	14	33843	Bachelor's degree relevant to the job	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	Career Service (Professional)/ Second Level Eligibility	Knowledgeable in the use of qualitative and quantitative assessment methods, including standardized tests, as well as special instruments, to analyze and diagnose the nature and extent of speech, language, and swallowing impairments. Ability to develop an individualized plan of care, tailored to each patient's needs. Can select augmentative or alternative communication methods, including automated devices and sign language, and teach their use. Adept in counselling technique concerning communication disorders and how to cope with the stress and misunderstanding that often affects patients.	Medical Division (Rehabilitation Medicine Department)
10	Occupational Therapist I	OSEC-DOHB-OT1-120009-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)
11	Occupational Therapist I	OSEC-DOHB-OT1-120014-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)
12	Occupational Therapist I	OSEC-DOHB-OT1-120038-2022	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)

13	Occupational Therapist I	OSEC-DOHB-OT1-120039-2022	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)
14	Occupational Therapist I	OSEC-DOHB-OT1-120040-2022	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)
15	Occupational Therapist I	OSEC-DOHB-OT1-120041-2022	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)
16	Occupational Therapist I	OSEC-DOHB-OT1-120042-2022	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	Computer literate Collaborative Innovative Skill in project/program management	Medical Division (Rehabilitation Medicine Department)
17	Medical Technologist I	OSEC-DOHB-MDTK1-120194-2019	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA1080	Attention to Details (Intermediate): Sets-up procedures to ensure quality work Data Recording and Reporting (Intermediate): Follows protocol and confidentiality of records and data. Energy to Work (Intermediate): Completes simultaneous tasks effectively. Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles. Process Management (Intermediate): Breaks down and refines established processes for enhancement and improvement.	Medical Division (Department of Pathology)
18	Speech Therapist I	OSEC-DOHB-STH1-120010-2015	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Knowledgeable in the use of qualitative and quantitative assessment methods, including standardized tests, as well as special instruments, to analyze and diagnose the nature and extent of speech, language, and swallowing impairments. Ability to develop an individualized plan of care, tailored to each patient's needs. Can select augmentative or alternative communication methods, including automated devices and sign language, and teach their use. Adept in counselling technique concerning communication disorders and how to cope with the stress and misunderstanding that often affects patients.	Medical Division (Rehabilitation Medicine Department)

19	Medical Laboratory Technician III	OSEC-DOHB-MLAB3-120233-2021	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	Eight (8) hours of relevant training within the last five (5) years	Two (2) years of relevant experience	RA 1080 (Medical Laboratory Technician)	Data Recording and Reporting (Basic): Documents and records data following a set of standards. Operating Medical Machines, Equipment and Tools (Basic): Runs medical machinery and handles tools with basic knowledge of underlying principles. Respecting and Caring for Patients (Basic): Exhibits concern to patients. Scientific Review Management (Basic): Conducts preliminary assessment of proposals.	Medical Division (Department of Pathology)
20	Administrative Assistant II (Clerk IV)	OSEC-DOHB-ADAS2-120050-2014	8	19744	Completion of two-year studies in college	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	Career Service (Subprofessional); First Level Eligibility	Attention to Details (Basic): Checks work and work of others. Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Data Recording and Reporting (Basic): Documents and records data following a set of standards. Drugs and Medicines Management (Basic): Ensures proper storage, inventory, security and safety of drugs and medicines. Managing Work (Basic): Ensures own tasks are completed. Providing Support and Services (Basic): Delivers support services on time. Records Management (Basic): Understands and applies basic concepts of records management.	Medical Division (Pharmacy Section)
21	Administrative Assistant I (Secretary I(B))	OSEC-DOHB-ADAS1-120038-2015	7	18620	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Attention to Details (Basic): Checks work and work of others. Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Data Recording and Reporting (Basic): Documents and records data following a set of standards. Government and Departmental Policies and Procedures (Basic): Understands and follows basic government and departmental rules. Procurement Planning and Management (Basic): Reviews preliminary documents necessary for procurement activities. Providing Support and Services (Basic): Delivers support services on time. Records Management (Basic): Understands and applies basic concepts of records management.	Medical Division (Health Information Management Department)

22	Administrative Assistant I (Secretary I(B))	OSEC-DOHB-ADAS1-120039-2015	7	18620	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	Attention to Details (Basic): Checks work and work of others Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Data Recording and Reporting (Basic): Documents and records data following a set of standards. Government and Departmental Policies and Procedures (Basic): Understands and follows basic government and departmental rules. Procurement Planning and Management (Basic): Reviews preliminary documents necessary for procurement activities. Providing Support and Services (Basic): Delivers support services on time. Records Management (Basic): Understands and applies basic concepts of records management.	Medical Division (Health Information Management Department)
23	Laboratory Aide II	OSEC-DOHB-LABA2-120013-2015	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Diversity Management (Basic): Translates understanding of diversity into administrative support. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision. Providing Support and Services (Basic): Delivers support services on time.	Medical Division (Department of Pathology)
24	Laboratory Aide II	OSEC-DOHB-LABA2-120376-2021	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Diversity Management (Basic): Translates understanding of diversity into administrative support. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision. Providing Support and Services (Basic): Delivers support services on time.	Medical Division (Department of Pathology)
25	Administrative Aide III (Utility Worker II)	OSEC-DOHB-ADA3-120014-2004	3	14678	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Diversity Management (Basic): Translates understanding of diversity into administrative support. Energy to Work (Basic): Works on extended hours to meet work demands. Managing Work (Basic): Ensures own tasks are completed. Nutrition and Dietetics Services (Basic): Under immediate supervision, performs technical and administrative support to the provision of nutrition and dietician services to the hospital. Providing Support and Services (Basic): Delivers support services on time. Respecting and Caring for Patients (Basic): Exhibits concern to patients.	Medical Division (Nutrition and Dietetics Section)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **May 11, 2023**.

1. R2TMC fully implements the Equal Employment Opportunity Policy, hence all interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the requirements may submit their **Letter of Intent addressed to** with the following order of supporting documents through email (PDF Format) :

RAY P. SUANDING, MD, MHA, FPCP, FPCCP

Medical Center Chief II

Region II Trauma and Medical Center

Bayombong, Nueva Vizcaya

Thru: **JANIS M. BORJA, MPA, MBA**

Supervising Administrative Officer

Human Resource Management Section

Bayombong, Nueva Vizcaya

- a. Duly signed **Letter of Intent**;
- b. CSC Form 212 Revised 2017 - **Personal Data Sheet** with **Work Experience Sheet** (duly notarized) Note: use long bond paper, back to back (www.csc.gov.ph download forms)
- c. Photocopy of Authenticated(Certified True Copy) **Transcript of Records** (TOR), **Diploma**
- d. Photocopy of Authenticated(Certified True Copy) Certificate/s of **Eligibility/Rating/ License**, if any;
- e. Photocopy of Employment Record: **Certificate of Employment** (Private Employees), **Service Record** (Government Employees)
- f. Photocopy of **Certificate of Trainings** for the last five (5) years
- g. Previous **Performance Rating** (last rating period)

QUALIFIED APPLICANTS are advised to send through email their application to:

JANIS M. BORJA, MPA, MBA

Supervising Administrative Officer, HRMO

Region II Trauma and Medical Center

Brgy. Magsaysay, Bayombong, Nueva Vizcaya

email address: recruitment@riitmc.doh.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.