

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
PHILIPPINE CHILDREN'S 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 PHILIPPINE CHILDREN'S MEDICAL CENTER in the CSC website:

fr *M. B. Gonzalez*
SONIA B. GONZALEZ, M.D., MScHSM, MPM
 Executive Director

Date: **FEB 19 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Clerk III	352	6	17,553.00	Completion of 2 years studies in college	None required	None required	Career Service (SubProfessional)/ First Level Eligibility		General Pediatric Services Division
2	Records Officer III	1418	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Health Information Management Division

FEB 29 2024

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

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send through postal mail/email their application to:

SONIA B. GONZALEZ, M.D., MScHSM, MPM
 Executive Director
 Quezon Avenue, Quezon City
officeofthedirector@pcmc.gov.ph

PCMC HIGHLY ENCOURAGES ALL INTERESTED AND QUALIFIED APPLICANTS, INCLUDING PERSON'S WITH DISABILITY (PWD) AND MEMBERS OF THE INDIGENOUS COMMUNITIES, IRRESPECTIVE OF SEXUAL ORIENTATION AND GENDER IDENTITY TO APPLY

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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for SONIA B. GONZALEZ, M.D., MScHSM, MPM
 Executive Director

Date:

FEB 19 2024

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					Education	Training	Experience	Eligibility	Competency	
1	Department Manager III	360	26	116,040.00	Master's degree	120 hours managerial training	Five (5) years of supervisory experience	Appropriate eligibility for second level positions; Appropriate (RA1080) Bar/ Board (for positions involving practice of profession)	Has Broad Management / Supervisory experience in Pediatric Hospital is an advantage	Surgical Services Department
2	Department Manager III	27	26	116,040.00	Master's degree	120 hours managerial training	Five (5) years of supervisory experience	Appropriate eligibility for second level positions; Appropriate (RA1080) Bar/ Board (for positions involving practice of profession)	Has Broad Management / Supervisory experience in Pediatric Hospital is an advantage	Management Services Department

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