



April 8, 2026

CESAR R. GARDUQUE, JR.
Director II
Civil Service Commission – Field Office
Department of Health
Sta. Cruz, Manila

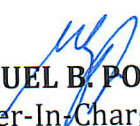


Dear **Dir. GARDUQUE:**

May we respectfully request your good office to publish the attached bulletin of vacant positions of this office.

Thank you.

Very truly yours,


MANUEL B. POCSIDIO JR., MD, MMHoA, FPCS, FPSGS, FPSCRS
Officer-In-Charge, Medical Center Chief II

SVV/CBV:ppmcb

"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center...Where your health matters most"



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Website: **https://vmc.doh.gov.ph/**

Republic of the Philippines
VALENZUELA CITY MEDICAL CENTER
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the VALENZUELA CITY MEDICAL CENTER:

CHRISTOPHER B. VILLAFRIA
HRMO

Date: April 8, 2026

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/ Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Aide IV (Clerk II)	OSEC-DOHB-ADA4-30149-2004	4	17,506.00	Completion of two years studies in college (prior to 2018)* OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Subprofessional) / First Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Department of Dermatology

2	Administrative Assistant II	OSEC-DOHB- ADAS2- 30123-2015	8	22,423.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 Career Service (Subprofessional) / First Level Eligibility	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Pharmacy Department
3	Administrative Assistant III	OSEC-DOHB- ADAS3- 30157-2015	9	24,329.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1998 Career Service (Subprofessional) / First Level Eligibility		Human Resource Management Section

4	Medical Officer III	OSEC-DOHB-MDOF3-30174-2020	21	73, 303.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
5	Medical Officer III	OSEC-DOHB-MDOF3-30019-1998	21	73, 303.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
6	Medical Officer III	OSEC-DOHB-MDOF3-30024-2013	21	73, 303.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
7	Medical Officer III	OSEC-DOHB-MDOF3-30033-2022	21	73, 303.00	Doctor of Medicine	None required	None required	RA 1080 (Physician)		Medical Service
8	Medical Officer IV	OSEC-DOHB-MDOF4-30172-2020	23	91,306.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service

9	Medical Officer IV	OSEC-DOHB-MDOF4-30081-2015	23	91,306.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Medical Service
10	Medical Officer IV	OSEC-DOHB-MDOF4-30044-2022	23	91,306.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
11	Medical Officer IV	OSEC-DOHB-MDOF4-30148-2020	23	91,306.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
12	Medical Officer IV	OSEC-DOHB-MDOF4-30177-2020	23	91,306.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service
13	Medical Officer IV	OSEC-DOHB-MDOF4-30187-2020	23	91,306.00	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080 (Physician)		Medical Service

14	Medical Technologist I	OSEC-DOHB-MDTK1-30112-2020	11	31,705.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	1. Organizational Commitment 2. Integrity 3. Quality Service 4. Teamwork 5. Stewardship of Resources 6. Self Development 7. Attention to Communication	Department of Pathology and Laboratory
15	Midwife II	OSEC-DOHB-MDWF2-30062-2015	11	31,705.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
16	Nurse I	OSEC-DOHB-NUR1-30050-2013	15	42,178.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service
17	Nurse II	OSEC-DOHB-NURS2-30241-2021	16	45,694.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service
18	Nurse III	OSEC-DOHB-NURS3-30018-2020	17	49,562.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080		Nursing Service

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than April 23, 2026

1. **Letter of Intent or Application Letter;**

2. Completely filled out **Personal Data Sheet** (CS Form 212 Revised 2025; with recent passport-sized or unfiltered digital picture; digitally signed or electronically signed) and **Work Experience Sheet** (W.E.S to be accomplished only if applicable);

3. **Credentials:** Photocopy of Authenticated/Certified True Copy of:

- Diploma
- Transcript of Records
- Certification of Completion of Residency Training, Diplomate or Fellow, if applicable (For Physicians)
- Certificate of Training/Seminars Attended, if applicable (Photocopy only)

Note: Authenticated/Certified True Copy must be presented upon submission of complete requirements

4. **Eligibility:** Photocopy of eligibility to be used:

- PRC License, Board Rating, and Board Certificate
- CSC Professional and/or Sub-professional
- Other related eligibility

Note: Applicant may submit proof of eligibility which can be done through CSEVS, PRC LERIS or the SC Lawyer's List

5. Photocopy copy of latest **NBI Clearance**

6. Photocopy of **Performance Rating** in the last rating period, if applicable

7. Photocopy of **Certificate of Employment with Actual Duties and Responsibilities** for position/s requiring work experience)

8. Photocopy of **Birth Certificate** (PSA Copy)

9. Photocopy of **Marriage Certificate** (PSA Copy), if applicable

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to **hand in or send through courier** their application to the head of office/ human resource management office/records office, as the case may be:

MANUEL B. POCSIDIO JR., MD, MMHoA, FPCS, FPSGS, FPSCRS

Officer-In-Charge, Medical Center Chief II

Padrigal St. Karuhatan, Valenzuela City

8-2816640

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.