

Republic of the Philippines
Vicente Sotto Memorial Medical Center
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the re-publication of the following vacant positions, which are authorized to be filled, at the Vicente Sotto Memorial Medical Center in the CSC website:

GERARDO M. AQUINO, JR., MD, MHA, CEO VI
Medical Center Chief II

Date: **March 18, 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plant/Item No.	Salary Inch.	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-510067-2015	15	35,097.00	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Rehabilitation Methods and Techniques, Training Design and Methods, Physical Therapy Management and related devices (TENS, ES, Ultrasound, etc.)	Medical Service Division
2	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-510952-2021	15	35,097.00	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Rehabilitation Methods and Techniques, Training Design and Methods, Physical Therapy Management and related devices (TENS, ES, Ultrasound, etc.)	Medical Service Division
3	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-510953-2021	15	35,097.00	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Rehabilitation Methods and Techniques, Training Design and Methods, Physical Therapy Management and related devices (TENS, ES, Ultrasound, etc.)	Medical Service Division
4	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-510954-2021	15	35,097.00	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Rehabilitation Methods and Techniques, Training Design and Methods, Physical Therapy Management and related devices (TENS, ES, Ultrasound, etc.)	Medical Service Division
5	PHYSICAL THERAPIST II	OSEC-DOHB-PHT2-510955-2021	15	35,097.00	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Rehabilitation Methods and Techniques, Training Design and Methods, Physical Therapy Management and related devices (TENS, ES, Ultrasound, etc.)	Medical Service Division
6	NURSE I	OSEC-DOHB-NUR1-510114-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
7	NURSE I	OSEC-DOHB-NUR1-510059-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
8	NURSE I	OSEC-DOHB-NUR1-510103-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
9	NURSE I	OSEC-DOHB-NUR1-510101-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
10	NURSE I	OSEC-DOHB-NUR1-510149-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
11	NURSE I	OSEC-DOHB-NUR1-510044-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
12	NURSE I	OSEC-DOHB-NUR1-510073-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
13	NURSE I	OSEC-DOHB-NUR1-510050-2020	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
14	NURSE I	OSEC-DOHB-NUR1-510055-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
15	NURSE I	OSEC-DOHB-NUR1-510081-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
16	NURSE I	OSEC-DOHB-NUR1-510084-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
17	NURSE I	OSEC-DOHB-NUR1-510089-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
18	NURSE I	OSEC-DOHB-NUR1-510055-2020	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
19	NURSE I	OSEC-DOHB-NUR1-510009-2013	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
20	NURSE I	OSEC-DOHB-NUR1-510091-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
21	NURSE I	OSEC-DOHB-NUR1-510058-2020	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
22	NURSE I	OSEC-DOHB-NUR1-510067-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
23	NURSE I	OSEC-DOHB-NUR1-510064-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
24	NURSE I	OSEC-DOHB-NUR1-510072-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
25	NURSE I	OSEC-DOHB-NUR1-510065-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
26	NURSE I	OSEC-DOHB-NUR1-510101-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
27	NURSE I	OSEC-DOHB-NUR1-510064-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
28	NURSE I	OSEC-DOHB-NUR1-510074-2017	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
29	NURSE I	OSEC-DOHB-NUR1-510144-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
30	NURSE I	OSEC-DOHB-NUR1-510110-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
31	NURSE I	OSEC-DOHB-NUR1-510150-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
32	NURSE I	OSEC-DOHB-NUR1-510107-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
33	NURSE I	OSEC-DOHB-NUR1-510123-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
34	NURSE I	OSEC-DOHB-NUR1-510132-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
35	NURSE I	OSEC-DOHB-NUR1-510115-1998	15	35,097.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		Nursing Service Division
36	NUTRITIONIST-DIETITIAN II	OSEC-DOHB-ND2-510004-1998	15	35,097.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Clinical Nutrition/ Management: General and Food Chemistry; Dietary Planning; Quality Assurance; Occupational Hazards and Safety Standards Practices; Food Service Operations; Waste Management; Counseling/ Education	Hospital Operations and Patient Support Services
37	NUTRITIONIST-DIETITIAN II	OSEC-DOHB-ND2-510005-2015	15	35,097.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Clinical Nutrition/ Management: General and Food Chemistry; Dietary Planning; Quality Assurance; Occupational Hazards and Safety Standards Practices; Food Service Operations; Waste Management; Counseling/ Education	Hospital Operations and Patient Support Services

38	NUTRITIONIST-DIETITIAN II	OSEC-DOHB-ND2-510006-2015	15	35,097.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Clinical Nutrition/ Management; General and Food Chemistry; Dietary Planning; Quality Assurance; Occupational Hazards and Safety Standards Practices; Food Service Operations; Waste Management; Counselling/ Education	Hospital Operations and Patient Support Services
39	NUTRITIONIST-DIETITIAN II	OSEC-DOHB-ND2-510025-2017	15	35,097.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Clinical Nutrition/ Management; General and Food Chemistry; Dietary Planning; Quality Assurance; Occupational Hazards and Safety Standards Practices; Food Service Operations; Waste Management; Counselling/ Education	Hospital Operations and Patient Support Services
40	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-510005-2017	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Public Administration, records management, administrative issuances and computer software applications	Hospital Operations and Patient Support Services
41	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-510010-2017	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Public Administration, records management, administrative issuances and computer software applications	Hospital Operations and Patient Support Services
42	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-510010-2015	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Public Administration, records management, administrative issuances and computer software applications	Hospital Operations and Patient Support Services
43	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-510018-2014	14	32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)	Public Administration, records management, administrative issuances and computer software applications	Hospital Operations and Patient Support Services
44	PLANNING ASSISTANT	OSEC-DOHB-PLA-510965-2021	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)		Hospital Operations and Patient Support Services

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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/PRC license
4. Photocopy of Board Rating and Board Certificate
5. Photocopy of Diploma; and
6. Photocopy of Transcript of Records with general weighted average

QUALIFIED APPLICANTS are advised to hand in their application to:

GERARDO M. AQUINO, JR. MD, MHA, CEO VI
 Medical Center Chief II
 8, Rodriguez St., Santiago II, Cebu City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Important things to remember before accomplishing the form:

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row insertions are allowed.
2. Do not rename the label of the sheet tabs ("Sheet1", "Sheet2", and "Instructions").
3. Do not delete any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column headers of the data.
5. Do not make changes in the column headers of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1. This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
7. You may insert as many rows as required from row 18 to list down all the job vacancies. But, make sure that an empty row is in-between the last item of the list and the row containing the "Interested..." statement.
8. The statement following the list of the job vacancies, which contains the words "not later than..." must strictly follow this format: "Interested... not later than <space> <closing date> (e.g. December 29, 2018)". Space in-between the words "not later than" and the closing date is very much critical. Closing date must be in this pattern: Month DD, YYYY
9. Merged cells should NOT be unmerged.
10. Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.
12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

How to accomplish the form:

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is automatically inserted in row 9. Thus, NO need to make changes in row 9.
2. Fill in the "Head of the Agency" in row 11 and the "Date" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "Interested..." and "not later than" words. Please take note of the No. 8 reminder above.
5. Accomplish the four (4) rows below the statement "QUALIFIED APPLICANTS..." accordingly:
 - 1st row: name of the designated person to whom the documents must be sent;
 - 2nd row: Position of the designated person;
 - 3rd row: Address of the Agency; and
 - 4th row: Agency's email address.
6. Insert rows for the list of job vacancies, if needed. Delete unused rows in the list.

After accomplishing the form:

When all entries are done and no revisions are needed, that is the only time to click the "Generate Sheet2" command button. This will execute the VBA code that will generate the data to be uploaded in the CSC Job Portal database.

After the command button has been clicked, select Sheet2 and check if the correct data has been captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSC file will then be uploaded to the Job Portal database.