To: CIVIL SERVICE COMMISSION (CSC)  

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the JOSE FABELLA MEMORIAL MEDICAL CENTER in the CSC website.

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Assistant II</td>
<td>OSEC-DOHB-ADAS2-193-2004</td>
<td>8</td>
<td>16282</td>
<td>Completion of two years studies in College</td>
<td>Four hours of relevant training</td>
<td>One year of relevant experience</td>
<td>Career Service (Sub Professional)/ First Level Eligibility</td>
<td>-</td>
<td>Hospital Operations and Patient Support Service (for distribution)</td>
</tr>
<tr>
<td>2</td>
<td>Administrative Assistant I</td>
<td>OSEC-DOHB-ADAS1-47-2013</td>
<td>7</td>
<td>15254</td>
<td>Completion of two years studies in College</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Sub Professional)/ First Level Eligibility</td>
<td>-</td>
<td>Hospital Operations and Patient Support Service (for distribution)</td>
</tr>
</tbody>
</table>

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

ESMERALDO T. ILEM, M.D.  
Head of Agency  
Date: October 2, 2018
| Administrative Aide VI  
(Clerk III) | OSEC-DHOB-ADA6-450-2004  
OSEC-DHOB-ADA6-454-2004  
OSEC-DHOB-ADA6-456-2004  
OSEC-DHOB-ADA6-457-2004  
OSEC-DHOB-ADA6-472-2004  
OSEC-DHOB-ADA6-474-2004  
OSEC-DHOB-ADA6-475-2004  
OSEC-DHOB-ADA6-476-2004  
OSEC-DHOB-ADA6-477-2004  
OSEC-DHOB-ADA6-478-2004  
OSEC-DHOB-ADA6-479-2004  
OSEC-DHOB-ADA6-480-2004  
OSEC-DHOB-ADA6-481-2004  
OSEC-DHOB-ADA6-482-2004  
OSEC-DHOB-ADA6-483-2004  
OSEC-DHOB-ADA6-484-2004  
OSEC-DHOB-ADA6-485-2004  
OSEC-DHOB-ADA6-486-2004  
OSEC-DHOB-ADA6-487-2004  
OSEC-DHOB-ADA6-488-2004  
OSEC-DHOB-ADA6-489-2004  
<table>
<thead>
<tr>
<th>6</th>
<th>14340</th>
<th>Completion of two years studies in College</th>
<th>Four hours of relevant training</th>
<th>Two vacancies</th>
<th>Career Service (Sub-Professional) First Level Eligibility</th>
<th>Hospital Operations and Patient Support Service (for distribution)</th>
</tr>
</thead>
</table>
| Administrative Aide IV  
(Clerk II) | Future Vacancies:  
OSEC-DHOB-ADA4-596-2004  
OSEC-DHOB-ADA4-597-2004  
OSEC-DHOB-ADA4-600-2004  
OSEC-DHOB-ADA4-601-2004  
OSEC-DHOB-ADA4-602-2004  
OSEC-DHOB-ADA4-603-2004  
OSEC-DHOB-ADA4-604-2004  
OSEC-DHOB-ADA4-605-2004  
OSEC-DHOB-ADA4-606-2004  
OSEC-DHOB-ADA4-608-2004  
OSEC-DHOB-ADA4-609-2004  
OSEC-DHOB-ADA4-610-2004  
OSEC-DHOB-ADA4-612-2004  
OSEC-DHOB-ADA4-613-2004  
OSEC-DHOB-ADA4-617-2004  
Existing Vacancies:  
OSEC-DHOB-ADA4-625-2004  
OSEC-DHOB-ADA4-659-2004  
OSEC-DHOB-ADA4-672-2004  | 4 | 12674 | Completion of two years studies in College | None required | None required | Career Service (Sub-Professional) First Level Eligibility | Hospital Operations and Patient Support Service (for distribution) |

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 October 15, 2018:

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;
4. Photocopy of Transcript of Records and Diploma
5. Photocopy of Updated PMA Card (for physicians);
6. Photocopy of Certificate of Employment/Certificate of Trainings and Seminars attended;
7. Photocopy of Certificate of Residency Training (for physicians);
8. Photocopy of Birth Certificate and Marriage Contract (for those who are married) and;
9. Two (2) Passport size pictures (colored, white background, formal attire)
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Ms. LALAIN T. TANOJA
Supervising Administrative Officer
Dr. Jose Fabella Memorial Hospital, Lung Center Compound, Quezon City
fabella_personnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.