

Republic of the Philippines  
**JOSE FABELLA MEMORIAL MEDICAL CENTER**  
Request for Publication of Vacant Positions

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

*foyc*  
DOH KOU-08-2018 01140P

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the JOSE FABELLA MEMORIAL MEDICAL CENTER in the CSC website: *9/1/18*

**ESMERALDO T. ILEM, M.D.**

Head of Agency

Date: November 8, 2018

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	
1	Administrative Assistant I	OSEC-DOHB-ADAS1-47-2013 OSEC-DOHB-ADAS1-49-2013 OSEC-DOHB-ADAS1-68-2013 OSEC-DOHB-ADAS1-71-2013 OSEC-DOHB-ADAS1-74-2013 OSEC-DOHB-ADAS1-75-2013 OSEC-DOHB-ADAS1-76-2013 OSEC-DOHB-ADAS1-78-2013 Future Vacancy: OSEC-DOHB-ADAS1-65-2013	7	15254	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 November 19, 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](http://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 Certificate of Employment/Certificate of Trainings and Seminars attended;
6. Photocopy of Birth Certificate and Marriage Contract (for those who are married) and;
7. 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.