


Republic of the Philippines  
Department of Health - Treatment and Rehabilitation Center, Tagaytay City  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Department of Health - Treatment and Rehabilitation Center, Tagaytay City in the CSC website:

  
**RONNIE C. DEL MUNDO, MD, MPA, FPCAM**  
Chief of Hospital III  
Date: JULY 18, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Aide VI	OSEC-DOHB-ADA6-10-2012	6	14,340.00	Completion of 2 years in college	4 hrs. of relevant training	1 yr. of relevant experience	Career Service Sub-professional	Tagaytay City (Accounting Section)

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 **July 27, 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); (5 copies)
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records;
5. Photocopy of Diploma;
6. Photocopy of Certificate of Training/s (if applicable);
7. Resume (5 copies); and
8. Application letter addressed to the **Chief of Hospital III, Ronnie C. Del Mundo, MD, MPA, FPCAM**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

Human Resource Management Section  
Department of Health - Treatment and Rehabilitation Center, Tagaytay City  
Crisanto M. Delos Reyes Ave. Brgy. Kaybagal South, Tagaytay City

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**  
**NOTE: PLEASE COMPILER THE COMPLETE DOCUMENTS IN LONG WHITE FOLDER WITH PAPER FASTENER.**