



Republic of the Philippines
Department of Health
MARGOSATUBIG REGIONAL HOSPITAL
Margosatubig, Zamboanga del Sur



REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Margosatubig Regional Hospital in the CSC website:

IRVIN C. SAMONTE, MPA, MBA

Supervising Administrative Officer - HRMO

Date: March 17, 2021

No.	Position Title	Plantilla Item No. (OSEC-DOHB)	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER III	ADOF3-570026-2016	14	₱ 30,799.00	Bachelors Degree Relevant to the Job	16 Hours of Relevant Training / Computer Literate	2 Years of Relevant Experience	Career Service (Professional) 2nd Level Eligibility		Office of the Human Resource
2	ADMINISTRATIVE ASSISTANT III	ADAS3-570027-2014	9	₱ 19,593.00	Bachelors Degree Relevant to the Job	8 Hours of Relevant Training / Computer Literate	1 Year of Relevant Experience	Career Service (Sub-Professional) 1st Level Eligibility		Engineering and Facilities Management
3	ADMINISTRATIVE ASSISTANT III	ADAS3-570056-2016	9	₱ 19,593.00	Bachelors Degree Relevant to the Job / Preferably Commerce Course	8 Hours of Relevant Training / Computer Literate	1 Year of Relevant Experience	Career Service (Sub-Professional) 1st Level Eligibility		Accounting - Billing and Claims
4	ADMINISTRATIVE AIDE VI (Utility Foreman)	ADA6-570039-2014	6	₱ 16,200.00	High School Graduate	None Required	1 Year of Relevant Experience	None Required		Engineering and Facilities Management

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 **March 29, 2021**

QUALIFIED APPLICANTS are advised to hand in their application to:

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Official Transcript of Records.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

IRVIN C. SAMONTE, MPA, MBA

Supervising Administrative Officer - HRMO

Margosatubig Regional Hospital

Poblacion Margosatubig, Zamboanga del Sur

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