

NOTICE OF VACANCY

Position: NURSE VI	Salary Grade: 22
	Monthly Salary: P 78,162.00
DIVISION: Nursing Service Division	OFFICE: Nursing Service Office
ITEM NO: NURS6-750002-1998 (1 position)	
Minimum Qualification Standards (per CSC QS Manual)	
Education: Bachelor of Science in Nursing with at least 9 units in management course at the graduate level	
Experience: 3 years experience in general nursing services administration	
Training: 16 Hours of relevant training	
Eligibility: RA 1080 (Nurse)	
Additional Qualifications Preferred: (End-User's Preference)	
Education: Bachelor of Science in Nursing with at least 9 units in management course at the graduate level	
Experience: 3 years experience in general nursing services administration	
Training: 16 Hours of relevant training	
Eligibility: RA 1080 (Nurse)	
Interested and qualified applicants should register @ hrmo.spmcdvo.net and submit the following to the Human Resource Management Office viz:	
<ol style="list-style-type: none"> 1) Application Letter addressed to Dr. Ricardo B. Audan, MD, FPAFP, FPSMSG, DPA, CHA Medical Center Chief II, Southern Philippines Medical Center, J.P. Laurel Avenue, Davao City, stamped received by that office; 2) Printed copy of Personal Data Sheet (PDS) encoded @ the HRMO Web Portal with Hard copy of Work Experience Sheet (WES) (link: https://tinyurl.com/5wua6mf8). This PDS and WES will be forwarded to Civil Service Commission (CSC) together with the appointment. 3) Photocopy from authenticated copy of Diploma and Transcript of Records (<i>authenticated by the school registrar</i>). 4) Photocopy of unexpired PRC License 5) Photocopy from the authenticated copy of Board Rating 6) Photocopy of Certificate of relevant trainings/seminars attended 7) Photocopy of Certificate of Previous Employment, if reflected in the PDS 8) Individual Performance Commitment Review (IPCR) July-December 2024 9) Duly accomplished Competency Proficiency Assessment Form (Form available @ HRMO) 	
Note:	
<ol style="list-style-type: none"> 1) All qualified next-in-rank shall be automatically candidates for promotion. However, a Letter of Intent shall still be required. Failure to do so will automatically waive their right to be included as candidates. 2) Only applications with complete supporting documents <u>filed within the deadline shall be processed</u>. Those found to be qualified shall be scheduled to take the qualifying examination. The passing grade that an applicant must obtain is <u>Eighty Percent (80%)</u> for both examinations. 3) Applicants who passed the qualifying examination shall undergo the Behavioral Events Interview. 4) Persons with disability (PWD), indigenous people and those with diverse sexual orientation, gender identity and expression (SOGIE) are encouraged to apply. 5) Only shortlisted applicants will be notified. 	
Date Posted: 01/07/2025	Deadline for Submission: 01/31/2025
Prepared by: EMMANUEL R. DRIZ, CPA, MPA Supervising Administrative Officer, HRMO	Noted by: RICARDO B. AUDAN, MD, FPAFP, FPSMSG, DPA, CHA Medical Center Chief II
Date Prepared: 01/07/2025	Date Signed: 01/07/2025