

NOTICE OF JOB VACANCY

Position: SUPERVISING HEALTH PROGRAM OFFICER	Salary Grade: 22
	Monthly Salary: P 71,511.00
DIVISION: Hospital Operations and Patient Support Services (HOPSS)	OFFICE: Integrated Hospital Operations and Management Section (IHOMS)
ITEM NO: SVHPO-750006-2023 (1 position)	
<i>Minimum Qualification Standards (per CSC QS Manual)</i>	
Education: Bachelor's Degree	
Experience: 3 years of relevant experience	
Training: 16 hours of relevant training	
Eligibility: Career Service (Professional) / Second Level Eligibility	
<i>Additional Qualifications Preferred: (End-User's Preference)</i>	
Education: Bachelor's Degree	
Experience: 3 years of relevant experience	
Training: 16 hours of relevant training	
Eligibility: Career Service (Professional) / Second Level Eligibility	
<p>Interested applicants must update their existing records, if already connected with SPMC, or create their own profile, if outside applicant, through the SPMC HR web portal hrmo.spmcdvo.net</p> <p>The following documents shall be submitted in a green folder to the HRMO, to wit:</p> <ol style="list-style-type: none"> 1) Application letter addressed to Dr. Ricardo B. Audan, MD, FPAFP, 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) and Work Experience Sheet (WES) generated from the HR web portal. 3) Photocopy of school-authenticated Diploma and Transcript of Records (TOR) 4) Photocopy of Career Service (Professional) Second Level Eligibility and/or RA 1080 5) Photocopy of certificate of relevant trainings/seminars attended. 6) Photocopy of certificate of employment from current and/or previous employer 7) Individual Performance Commitment Review (IPCR) January-June 2024 8) Duly accomplished Competency Proficiency Assessment Form (Form available @ HRMO) 	
<p>Note:</p> <ol style="list-style-type: none"> 1) This Office shall only process the applications received with complete documentary requirements, and submitted within the publication period. 2) Those found to have met the qualification standards shall be scheduled to take the qualifying examinations. The passing grade that an applicant must obtain is eighty percent (80%) for both the general and technical examinations. 3) This Office highly encourages all qualified applicants, including Persons With Disability (PWD), members of the indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to submit their application. 	
Date Posted: 07/25/2024	Deadline for Submission: 08/15/2024
Prepared by: EMMANUEL R. DRIZ, CPA, MPA Supervising Administrative Officer, HRMO	Noted by: RICARDO B. AUDAN, MD, FPAFP, DPA, CHA Medical Center Chief II
Date Prepared:	Date Signed: