



CSC DOS WEB APP

Agency :	DEPARTMENT OF HEALTH Region II
Place of Assignment :	Batanes General Hospital
Position Title :	ADMINISTRATIVE ASSISTANT II (ASSISTANT INFORMATION OFFICER)
Plantilla Number :	OSEC-DOHB-ADAS2-120070-2015
Salary/Job/Pay Grade :	8
Monthly Salary :	Php 19744
Eligibility :	Career Service (Sub-professional)/ First Level Eligibility
Education :	Completion of two-year studies in college
Training :	4 hours of relevant training
Work Experience :	1 year of relevant experience

Competency :

Instruction/Remarks :

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 April 19, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet attachment and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license/trainings attended; and
4. Photocopy of Diploma and Transcript of Records.

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

JEFFREY ANTONY T. CANCERAN, MD, MHA, FPSMS

Medical Center Chief I

Brgy Kayhuvokan, Basco, Batanes 3900

bataneshospital@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date :	2024-04-03
Closing Date :	2024-04-19