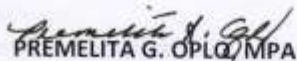


Notice of Vacancy - E-Job Posting Form 1-b

JOB VACANCY FORM	
(a) POSITION SALARY GRADE:	(1) ADMINISTRATIVE OFFICER I/SG-10
(b) PROFESSIONAL CATEGORY:	OTHERS-COLLEGE GRADUATE
(c) DIVISION:	ADM. SUPPORT
(d) OFFICE:	ASTMMC
(e) ITEM NUMBER	OSEC-DOHB-ADOF1-1020030-2014
(f) Additional Qualifications Preferred (End-user's preference)	
Education :	BACHELOR OF ARTS AND SCIENCES WITH MASTERAL UNITS
Training :	FOUR (4) HOURS RELEVANT TRAINING
Experience :	ONE (1) YEAR OF HOSPITAL EXPERIENCE
Eligibility :	CS Professional (Second Level Eligibility)
Others :	PROFICIENCY IN COMMUNICATIONS SKILLS, PUBLIC ADMINISTRATIONS, INVENTORY SYSTEM/ASSET MANAGEMENT, CSC POLICIES AND COMPUTER SOFTWARE APPLICATIONS

Prepared by:



PREMELITA G. OPLON/MPA

Supervising Administrative Officer

Noted by:



PONCIANO S. LIMCANGCO, MD, MBA, FPSP, CEO VI
Medical Center Chief I