

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

<b>JOB VACANCY FORM</b>	
(a) POSITION SALARY GRADE:	(1) ADMINISTRATIVE OFFICER II/SG-11
(b) PROFESSIONAL CATEGORY:	OTHERS-COLLEGE GRADUATE
© 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 18 UNITS IN MASTER'S DEGREE
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, PROCUREMENT SYSTEM, RECORDS MANAGEMENT, LOGISTICS MANAGEMENT, CSC POLICIES AND REGULATIONS, NGAS/ BUDGET RULES AND REGULATIONS, ADMINISTRATIVE ISSUANCES AND COMPUTER SOFTWARE APPLICATIONS

Prepared by:

  
**PREMELITA G. OBLO, MPA**  
 Supervising Administrative Officer

Noted by:

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