

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

JOB VACANCY FORM	
(a) POSITION SALARY GRADE:	(1) ADMINISTRATIVE OFFICER IV/SG-15
(b) PROFESSIONAL CATEGORY:	OTHERS-COLLEGE GRADUATE
© DIVISION:	ADM. SUPPORT
(d) OFFICE:	ASTMMC
(e) ITEM NUMBER	OSEC-DOHB-ADOF4-1020010-2014
(f) Additional Qualifications Preferred (End-user's preference)	
Education :	MASTER'S DEGREE
Training :	SIXTEEN (16) HOURS RELEVANT TRAINING
Experience :	THREE (3) YEARS OF HOSPITAL EXPERIENCE
Eligibility :	CS Professional (Second Level Eligibility)
Others :	PROFICIENCY IN COMMUNICATIONS SKILLS, PLANS, POLICIES,
	PROGRAMS AND SYSTEMS DEVELOPMENT, ADMINISTRATIVE PROGRAM
	IMPLEMENTATION, HUMAN RESOURCE MANAGEMENT, EMPLOYEE
	RELATIONS, MONITORING AND EVALUATION, GENERAL SERVICES AND
	COMPUTER SOFTWARE APPLICATIONS, PLANNING & ORGANIZING

Prepared by:



PREMELITA G. OPLO, MPA

Supervising Administrative Officer

Noted by:



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Medical Center Chief I