


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

JOB VACANCY FORM	
(a) POSITION SALARY GRADE:	(1) ADMINISTRATIVE OFFICER V/SG-18
(b) PROFESSIONAL CATEGORY:	OTHERS-COLLEGE GRADUATE
© DIVISION:	ADM. SUPPORT
(d) OFFICE:	ASTMMC
(e) ITEM NUMBER	OSEC-DOHB-ADOF4-1020009-2014
(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 COMMUNICATION SKILLS, PLANS, POLICIES,PROGRAMS AND SYSTEMS DEVELOPMENT, ADMINISTRATIVE PROGRAM IMPLEMENTATION MANAGEMENT, HUMAN RESOURCE,EMPLOYEE RELATIONS, MONITORING AND EVALUATION, GENERAL SERVICES, NGAS, CHART OF ACCOUNTS, COA AND DBM RULES, BUDGET PROCESS, FINANCIAL ISSUANCES, POLICY FORMULATION AND COMPUTER SOFTWARE APPLICATION, PLANNING AND ORGANIZING	


 PREMELITA G. OPLÓ, CPA
 Supervising Administrative Officer


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