

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

| <b>JOB VACANCY FORM</b>   |                    |
|---|--------------------|
| (a) POSITION SALARY GRADE: (1) SOCIAL WELFARE OFFICER I   |                    |
| (b) PROFESSIONAL CATEGORY: SOCIAL WELFARE   |                    |
| © DIVISION: MEDICAL PROFESSIONAL-ALLIED   | (d) OFFICE: ASTMMC |
| (e) ITEM NUMBER OSEC-DOHB-SOCWO1-1020001-2000   |                    |
| (f) Additional Qualifications Preferred (End-user's preference)   |                    |
| Education : BACHELOR'S DEGREE RELEVANT TO THE JOB WITH UNITS IN   |                    |
| MASTERAL DEGREE   |                    |
| Training : FOUR (4) HOURS RELEVANT TRAINING   |                    |
| Experience : ONE (1) YEAR OF HOSPITAL EXPERIENCE  |                    |
| Eligibility : RA 1080 Certified Board   |                    |
| Competency : PRINCIPLES, PROCEDURES AND TECHNIQUES OF SOCIAL WORK METHODS: CASE WORK, GROUP AND COMMUNITY ORGNIZATION, SOCIAL WORK ETHICS, GROUP DYNAMICS, HUMAN RELATIONS, SOCIAL, EMOTIONAL AND ENVIRONMENTAL EVALUATION, PRINCIPLES AND TECHNIQUES OF COUNSELING, RESOURCE MOBILIZATION, OCCUPATIONAL HAZARDS AND SAFETY STANDARDS PRACTICES, PATIENT SATISFACTION , INTERPERSONAL COMMUNICATION SKILLS,BASIC COMPUTER APPLICATION AND RECORDS MANAGEMENT. |                    |

  
PREMELITA G. OPLON, MPA

Supervising Administrative Officer

  
PONCIANO S. LIMCANGCO, MD, MBA, FPSP, CEO VI

Medical Center Chief I