

NOTICE OF JOB VACANCY (JOB ORDER)

January 17, 2022

Position : FIFTY (50) NURSE I – SG 15
Salary : P33,575.00 (plus premium of 20% basic salary)

Qualification Standards :

Educational Requirement : Bachelor of Science in Nursing
Experience : None Required
Training : None Required
Eligibility : RA 1080 (Nurse)

Position : THIRTY (30) MEDICAL OFFICER III – SG 21
Salary : P60,901.00 (plus premium of 20% basic salary)

Qualification Standards :

Educational Requirement : Doctor of Medicine
Experience : None Required
Training : None Required
Eligibility : RA 1080 (Medicine)

Position : TWENTY FIVE (25) ADMINISTRATIVE AIDE IV – SG 4 (ENCODER)
Salary : P14,400.00 (plus premium of 20% basic salary)

Qualification Standards :

Educational Requirement : Completion of two-year studies in college or high school graduate with Relevant vocational/trade course
Experience : Preferably with one (1) year relevant experience
Training : None Required
Eligibility : None Required
Skills : Knowledge on computer applications and encoding

Position : TWENTY (20) ADMINISTRATIVE AIDE IV – SG 4 (CALL CENTER)
Salary : P14,400.00 (plus premium of 20% basic salary)

Qualification Standards :

Educational Requirement : Completion of two-year studies in college or high school graduate with Relevant vocational/trade course
Experience : Preferably with one (1) year relevant experience
Training : None Required
Eligibility : None Required
Skills : Good oral communication

Position : TEN (10) ADMINISTRATIVE AIDE IV – SG 4 (DRIVER)
Salary : P14,400.00 (plus premium of 20% basic salary)

Qualification Standards :

Educational Requirement : Completion of two-year studies in college or high school graduate with Relevant vocational/trade course
Experience : Preferably with one(1) year relevant experience
Training : None Required
Eligibility : Professional Driver's License

Position : THIRTY (30) ADMINISTRATIVE AIDE IV – SG 4 (MARSHAL)
Salary : P14,400.00 (plus premium of 20% basic salary)

Qualification Standards :

Educational Requirement : Completion of two-year studies in college or high school graduate with Relevant vocational/trade course
Experience : Preferably with one (1) year relevant experience
Training : None Required
Eligibility : None Required
Skills : Good oral communication

***may be assigned to the following areas :**

- Airport Terminal
- Sattelite Offices
- Surveillance Division
- Quarantine Facilities
- Immunization
- Operation Center

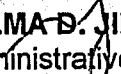
Bureau of Quarantine encourages all interested and qualified applicants including persons with disability (PWD), and members of the indigenous communities irrespective of sexual orientation and gender identities to apply.

Required documents:


1. Application Letter addressed to Dr. FERDINAND S. SALCEDO, MPH, CESO IV – Director IV
2. Two (2) copies of duly accomplished Personal Data Sheet (PDS); and
3. NBI Clearance

Deadline of Submission : January 27, 2022

Prepared by :


WILMA D. JIMENEZ
Administrative Officer V, Human Resource Section

Noted by:


LAARNI L. LIWANAG
Supervising Administrative Officer
Finance and Admin Division

Approved by :


FERDINAND S. SALCEDO, MD, MPH CESO IV
Director/IV

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