

Republic of the Philippines
BUREAU OF QUARANTINE AND INTERNATIONAL HEALTH SURVEILLANCE
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION - NCR
DPAW FIELD OFFICE
RECEIVED
MAY 25 2023
Time: 9:15
GEORGE T. DAVID
Human Resource Specialist I

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BUREAU OF QUARANTINE AND INTERNATIONAL HEALTH SURVEILLANCE in the CSC website:
MS. WILMA D. JIMENEZ

Chief - Human Resource Section

Date:

May 25, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Nurse IV	OSEC-DOHB-NURS4-22-2000	19	51,357.00	Bachelor of Science in Nursing	Eight (8) hours of relevant training	Two (2) years of relevant experience	RA 1080		NCR Station
2	Administrative Aide VI (Clerk III)	OSEC-DOHB-ADA6-22-2012	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Chief Administrative Officer Office - Finance and Admin. Division
3	Administrative Aide VI (Clerk III)	OSEC-DOHB-ADA6-12-2007	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		BOQ Cagayan de Oro Station
4	Administrative Aide VI (Utility Foreman)	OSEC-DOHB-ADA6-13-2007	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		BOQ Davao Station
5	Administrative Aide VI (Utility Foreman)	OSEC-DOHB-ADA6-6-2007	6	17,553.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		BOQ Subic Station
6	Marine Engineman I	OSEC-DOHB-ME1-11-2000	4	15,586.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Engineman (MC No. 10, s. 2013-Cat. II)		BOQ San Fernando La Union Station
7	Quartermaster	OSEC-DOHB-QM-10-2000	4	15,586.00	High School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)		Launch Section - NCR Station

8	Quartermaster	OSEC-DOHB-QM-584-2014	4	15,586.00	High School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	Launch Section - NCR Station
9	Seaman	OSEC-DOHB-SMAN-47-2007	3	14,678.00	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	BOQ Davao Station
10	Administrative Aide III (Utility Worker II)	OSEC-DOHB-ADA3-10-2007	3	14,678.00	Must be able to read and write	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	Yellow Fever Section - NCR Station
11	Administrative Aide III (Driver I)	OSEC-DOHB-ADA3-35-2012	3	14,678.00	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)	Motorpool Section - Finance and Admin. Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 4, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FERDINAND S. SALCEDO, MD, MPH, CESO IV
 Director IV
 25th and AC Delgado St., Port Area, Manila
 personnel.boq@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

