

Republic of the Philippines
CARAGA REGIONAL HOSPITAL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of CARAGA REGIONAL HOSPITAL in the CSC website:

PONCIANO S

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			
					Education	Training	Experience	Eligibility
2	Medical Officer III	MDOF3-1020002-1998 (Amaneo), MDOF3-1020006-2010 (Lasala)	21	52,554.00	Doctor of Medicine	None required	None required	Filipino Citizen RA 1080 (Medicine)

COMPETENCIES REQUIRED

CORE	ACCOUNTABILITY	INTEGRITY	QUALITY CUSTOMER FOCUS	ENVIROMENTAL COMMITMENT	ORGANIZATIONAL COMMITMENT	INTERPERSONAL RELATIONSHIP	TEAM WORK
	<p>Advance: Takes accountability for team performance especially in case of failure</p> <p>Reviews challenges and adjust performance levels to ensure quality outcome are delivered on time</p> <p>Maintains effective performance in difficult and challenging circumstances and encourages others to do the same</p>	<p>Advance: Keep confidential matters and admits mistakes without blaming others or the circumstances.</p> <p>Shows as a credible source of information and a confidant of the organization if necessary.</p> <p>Keep ones' confidence even when pressured to compromise and takes full responsibility for actions.</p>	<p>Advance: Delivers needed services to the customers which exceeded their expectation</p> <p>Takes responsibility for correcting customer service problems</p> <p>Puts in significant effort for continuous monitoring in delivering services to ensure customer's needs are met</p>	<p>Advance: Well-versed on environmental laws and can identify its application to environmental issues encountered</p> <p>Demonstrates initiative in identifying environmental issues and acts to address them</p> <p>Promotes environmental welfare by encouraging others to participate on environmental-related activities</p>	<p>Advance: Generates commitment to the vision, mission and values of the organization.</p> <p>Communicates how the vision and established goals of the organization align with the objectives, projects and responsibilities of the internal team or group.</p> <p>Discusses the internal environment with senior leadership to influence current and future plans.</p>	<p>Advance: Determines and uses the best response to calm irate, upset, or agitated individuals/people who find themselves in stressful or crisis situations (e.g. uses empathic listening, explanations and others)</p> <p>Produces good results when working with others by displaying tat, cooperation, sensitivity and respect for the opinions and situations of others and their culture</p>	<p>Advance: Generates commitment to the vision, mission and values of the organization.</p> <p>Communicates how the vision and established goals of the organization align with the objectives, projects and responsibilities of the internal team or group.</p> <p>Discusses the internal environment with senior leadership to influence current and future plans.</p>

ORGANIZATIONAL	CONTINUOUS LEARNING Advance: Sets challenging goals and standards of excellence for self in view of growth beyond current job. Designs personal learning objectives based on evolving needs of the department /organization. Pursues assignments designed to challenge abilities.	RESULT ORIENTED Advance: Regularly makes specific changes in the system or in work methods to improve performance. Takes the initiative to ensure that the key objectives indicated in the OPCR/IPCR are consistently achieved. Keeps track of and measures outcomes as indicated in the OPCR/IPCR.	PERSONAL EFFECTIVENESS Advance: Able to communicate and explain the task or plan and their implications to the various offices in the organization. Establishes personal goals that drive career plans and day to day efforts to reach goals. Accepts personal and professional development as life-long process.	ADAPTABILITY Advance: Introduces and promotes adjustments in the workplace and implements new approaches, to improve process and services. Identifies ways to incorporate new practices into existing framework. Understands and promotes service excellence in ones' workplace.	STRESS MANAGEMENT Advance: Maintains work quality even when working under deadlines, fatigue, oppositions. Stays on course even when policies and procedures changes suddenly. Remains focus in ones' work even under the most heightened pressure in the workplace.	EMOTIONAL MATURITY Advance: Ability to perceive other feelings, able to understand other's perspective and cultivating relationship with diverse range of people. Not judgmental but sensitive to others feeling. Ability to restrain one's self / removed one-self from the situation to reduce negative impact	STEWARDSHIP OF RESOURCES Advance: Assigns and communicates roles and accountabilities to maximize team efforts. Manages workload effectively. Identifies gaps in resources that impact on the organization's effectiveness.
TECHNICAL	COMMUNICATION SKILLS Superior: Listens and synthesizes other's ideas and clearly explains complex issues.Pays close attention to what the other person is saying, asking, clarifying questions and rephrasing what the person say's to ensure un Mentors and guides others to speak and write effectively.						

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 _____

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. Work Experience Sheet (Attachment to CS Form No. 212)
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records (Bachelor's Degree on Medicine);
6. Photocopy of Transcript of Records (Graduate-if applicable);and
7. Certificate of Trainings and Seminars Attended (if applicable)

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

PONCIANO S. LIMCANGCO,MD,FPSP,MBA,CEOVI
Medical Center Chief I
Rizal St., Brgy.Washington,Surigao City
caragahospital@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

i. LIMCANGCO,MD,FPSP,MBA,CEOVI

Medical Center Chief I

Competency (if applicable)	Place of Assignment
(See below)	
INITIATIVE Advance: Thinks ahead, sets contingency plan, ensures sufficient follow-ups, identifies area where support/assistance might be needed and keeps superior informed about the developments Does far more than what is minimally required in the assignment, task or job description Takes action in the absence of the supervisor Suggests ideas or alternate out of the box solutions and strives for efficiency by working smartly.	

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