



Republic of the Philippines
Department of Health
CENTER FOR HEALTH DEVELOPMENT MIMAROPA



NOTICE OF VACANCY

(Contract of Service)

Division/ Unit / Section: Regulations, Licensing, and Enforcement Division (RLED)

Date of Posting: September 7, 2022

Position Title	Salary + Premium	Qualification				Area of Assignment
		Education:	Eligibility:	Experience:	Training:	
(1) ENGINEER II	(16) Php 38,150.00 + Php 1,907.50 (5% Premium) = Php 40,057.50 Source of Fund: RRHFS	Bachelor of Science in Engineering	RA 1080	1 year of relevant experience	4 hours of relevant training	Regulations, Licensing, and Enforcement Division - DOH Center for Health Development MIMAROPA (Manila-Based)

JOB DESCRIPTION / FUNCTION (Duties and Responsibilities):

1. Assists in the inspection and monitoring of health facilities.
2. Receives applications of health facilities such as Certificate of Need, Permit to Construct, License to Operate.
3. Addresses inquiries from clients relative to licensure of health facilities.
4. Prepares summary of evaluation of inspected/monitored health facilities.
5. Issues DOH Licenses/Permits/Certifications of health facilities.
6. Updates status of health facilities within the region.
7. Assists with the conduct of trainings related to regulations and licensing.
8. Performs other functions that maybe assigned by the Head of Office and Immediate Supervisors from time to time.

Documentary Requirements:

1. Application / Intent Letter addressed to:
MARIO S. BAQUILOD, MD, MPH, CESO IV
Director IV
Department of Health
Center for Health Development MIMAROPA
QMMC Compound, Project 4, Quezon City

Thru: **MS. NOREEN DELA CRUZ**
Administrative Officer V
Head, Human Resource Management & Development Section

2. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
3. Copy of Diploma and Transcript of Records
4. Proof of Eligibility (if applicable)
5. Photocopy of PhilHealth and TIN

✓ Applicants may send PDF format / scanned copy of documentary requirements on or before: **September 17, 2022**
DEADLINE OF SUBMISSION

- ✓ Email Address: hrpersonnel@mimaropa.doh.gov.ph with the subject: **(APPLICANT for Engineer II)**
- ✓ Applications with incomplete documents shall not be entertained

Prepared by:

Noreen C. Dela Cruz
NOREEN C. DELA CRUZ
Administrative Officer V
Head, HRMDS

Reviewed by:

Antonette Q. Dimaano
ANTONETTE Q. DIMAANO, MD, FPOGS
Licensing Officer V
Chief, RLED

Approved by:

Josecito M. Padua
JOSELITO M. PADUA, RN, MAN.
Chief Administrative Officer

Kalusugan sa mga Isla, Kayamanan ng MIMAROPA

Quirino Memorial Medical Center Compound, P. Tuazon Blvd., Project 4, Quezon City * Trunkline: (632) 8912-0195

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