

Dental Aide (2)

Written by HRMO

May 15, 2020

Position Title: **Dental Aide (2)**

Employment Status: Permanent

Plantilla Item No: WVSUB-DTA-2-1998; WVSUB-DTA-34-2014

Salary Grade: 4

Monthly Salary: P 13, 807.00

Education: High School Graduate

Training: None required

Experience: None required

Eligibility: None Required (MC 11, s. 96 - Cat. III)

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Competencies:

- * Able to obtain vital signs

- * Knowledgeable in setting-up dental equipment, instruments, preparing materials and assisting with dental procedures

- * Knowledge in infection control and sterilization protocols

- * Ability to work well under pressure

- * Knowledge in record keeping, filing and organizing

- * Computer literate

- * Good communication skills

- * Exemplifying integrity

- * Delivering service excellence

- * Demonstrating personal effectiveness

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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 **May 26, 2020**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) downloadable at www.csc.gov.ph;
2. Work Experience Sheet (downloadable at CSC website);
3. Photocopy of Transcript of Records/Diploma;
4. Certificate of Employment or Service Record;
5. Performance Evaluation in the last rating period (if applicable);
6. Certificate of /seminars attended, arranged according to date from recent to past;

WVSUMC assures that there shall be no discrimination in the selection of personnel on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, or other similar factors /personal circumstances, provided they meet the minimum requirements of the position to be filled.

QUALIFIED APPLICANTS are advised to address their application to:

DR. DAVE ENDEL R. GELITO, III, MD, MM, FPCS, FPSGS, FPALES
OIC, Medical Center Chief

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