

Place of Assignment :	Health Information Management Office
Position Title :	Administrative Officer I (Records Officer I)
Plantilla Item No. :	WVSUB-ADOF1-27-2014
Salary/Job/Pay Grade :	10
Monthly Salary :	Php 23,176.00
Eligibility :	Career Service (professional)/ Second Level Eligibility
Education :	Bachelor's Degree
Training :	None Required
Work Experience :	None Required
Competency :	*Solving problems and decision making *Demonstrating personal effectiveness *Writing effectively *Knowledge in ICD-10 coding is an advantage *Attendance to and completion of Certificate Course in Health Information Management is an advantage *Background in the qualitative and quantitative analysis of health records *Background in processing and releasing of health records *Knowledge on Unified Disease Reporting Surveillance & Philippine Integrated Disease Surveillance and Response *Hospital Health Information Management experience is an advantage *Knowledge on Civil Service Registration and Vital Statistics *Excellent interpersonal and customer relation skills *Exhibits flexible thinking-willing to be assigned on a shifting schedule *Strong work ethics *Computer literate *Exhibits compassion and empathy

Instructions/Remarks :

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 23, 2023.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) downloadable at www.csc.gov.ph;
Notarized PDS for online applicants
2. Work Experience Sheet (downloadable at CSC website and if applicable);
3. Photocopy of Transcript of Records/Diploma;
4. Photocopy of certificate of eligibility/rating;
5. Certificate of units earned/TOR/Diploma for those with Master's Degree;
6. Certificate of Employment or Service Record (if applicable);
7. Performance Evaluation in the last rating period (if applicable);

- 8. Certificate of trainings/seminars attended, arranged according to date from recent to past (if applicable);
- 9. Updated PRC ID/License (if applicable).

NOTE: 1. FOR ONLINE APPLICANTS: PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT FIELD.

2. FOR WALK-IN APPLICANTS: BRING ALL THE ORIGINAL DOCUMENTS FOR VERIFICATION PURPOSES.

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, MM, FPCS, FPSGS, FPALES

OIC Medical Center Chief

West Visayas State University Medical Center
E. Lopez St., Jaro, Iloilo City
and hand in/send thru courier/email to:

HUMAN RESOURCE MANAGEMENT OFFICE

West Visayas State University Medical Center
E. Lopez St., Jaro, Iloilo City
mc-hrmpsb@wvsu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : May 09, 2023

Closing Date : May 23, 2023