



JOB OPPORTUNITY

DAVAO REGIONAL MEDICAL CENTER

Apokon, Tagum City 8100, Davao del Norte, Philippines

ADMINISTRATIVE ASSISTANT II

Plantilla No. : **OSEC-DOHB-ADAS2-750204-2013** Date of Posting : **March 26, 2026**
 Status : **Permanent**
 Number of Vacancy : **1** Deadline of Submission : **April 05, 2026**
 Salary Grade : **8 (P22,423.00)**
 Area of Assignment : **Office of the Chief of Medical Professional Staff**

QUALIFICATION STANDARDS

Education : **Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)**

Training : **4 hours of relevant training**

Experience : **1 year of relevant experience**

Eligibility : **Career Service (Sub-professional)/First Level Eligibility**

COMPETENCIES:

CORE

BASIC:

- Exemplifying Integrity
- Professionalism
- Service Excellence

ORGANIZATIONAL

BASIC:

- Effective Communication Skills
- Effective Interpersonal Relations
- Organizational Awareness and Commitment

TECHNICAL

BASIC:

- Attention to Details
- Computer Skills
- Data Recording and Reporting
- Diversity Management
- Energy to Work
- Managing Work
- Occupational Safety and Health Knowledge
- Providing Support and Services
- Records Management
- Respecting and Caring for Patients

REQUIREMENTS:

- Application Letter indicating the position title you are applying for addressed to:
BRYAN O. DALID, MD, MAHA, FPCS, FPSGS, FPALES, FSOSP
Medical Center Chief II
- **Fully accomplished Personal Data Sheet (PDS)** with recent passport-sized ID picture (CS Form No. 212, Revised 2025) and **Work Experience Sheet (WES)**, which can be downloaded at bit.ly/4qtZFWD.
- **Photocopy of the following documents:**
 1. Certificate of Eligibility/rating and PRC ID (updated)
 2. Transcript of Records and Diploma
 3. Certificate of Trainings and Certificate of Employment
 4. Performance rating in the last rating period



Submit your application online through
<https://careers.drmc.com.ph/> or scan this QR code

FOR WALK-IN APPLICANTS:

- Register through **ONLINE APPLICATION FORM** of desired position by visiting <https://careers.drmc.com.ph/> or scan the QR code.
- Requirements must be put in a **folder** and submit thru the Human Resource Management Section Office.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

VLADIMIR S. TALATTAG, MPA
HRMS Head

ATTY. MARVIN V. BOHOL, CPA
Chief Administrative Officer

BRYAN O. DALID, MD, MAHA, FPCS, FPSGS, FPALES, FSOSP
Medical Center Chief II