

Republic of the Philippines  
**LUNG CENTER OF THE PHILIPPINES**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LUNG CENTER OF THE PHILIPPINES in the CSC website:

**VINCENT M. BALANAG, JR., MD, MSc, CESO III**  
**Executive Director**

Date: October 17, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer	225	24	P88,410.00	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	CS Professional Second Level Eligibility		Procurement Division
2	Internal Auditor IV	3	22	P69,963.00	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional Second Level Eligibility		Internal Audit Division
3	Records Officer III	234	18	P45,203.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional Second Level Eligibility		Patients Business Division

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 October 27, 2022.

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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**VINCENT M. BALANAG, JR., MD, MSc, CESO III**  
Executive Director  
Quezon Avenue, Quezon City  
[hcmd@lcp.gov.ph](mailto:hcmd@lcp.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**