

# NOTICE OF VACANCIES

## FOR PROMOTION:

- a. Application Routing Slip with the latest original 2x2 ID picture
- b. Updated Personal Data Sheet (PDS) with ID picture and attach Highlights of Accomplishments to work experience related/has relevance to the position applied. Rotations should be accompanied by HPO
- c. Application Letter addressed to:  
**WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG**  
Medical Center Chief II  
Jose R. Reyes Memorial Medical Center  
Rizal Avenue, Sta. Cruz, Manila
- d. Plans and Proposals (for Salary Grade 14 and above)/Recommendations (for Salary Grade 13 and below) related to the job descriptions of the position being applied/indicators set by the service.
- e. Photocopies of Relevant Trainings/Seminars attended.

## FOR NEW APPLICANTS:

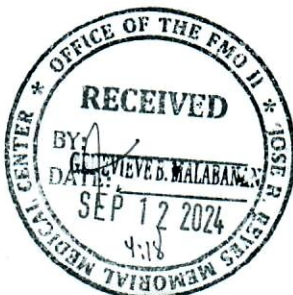
- a. Application Letter addressed to:  
**WENCESLAO S. LLAUDERES, M.D., FPSNM, MPM-HG**  
Medical Center Chief II  
Jose R. Reyes Memorial Medical Center  
Rizal Avenue, Sta. Cruz, Manila
- b. Resume
- c. Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at [csc.gov.ph](http://csc.gov.ph)
- d. Transcript of Records and Diploma
- e. Elementary Diploma (for Technical Positions based on CSC Qualification Standards)/High School Diploma
- f. Board Rating/PRC License/Civil Service Eligibility as the case may warrant
- g. Two (2) 2x2 ID picture in white background
- h. Good Moral Character (School/2 Reference/Previous work)

**DEADLINE OF SUBMISSION: SEPTEMBER 23, 2024**

Interested may submit their application to:

- [recruitment@jrrmmc.gov.ph](mailto:recruitment@jrrmmc.gov.ph)
- HR Department, 7<sup>th</sup> Floor, Central Block Building, Jose R. Reyes Memorial Medical Center

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



JENNROSSE BENTEZ  
9/12/24

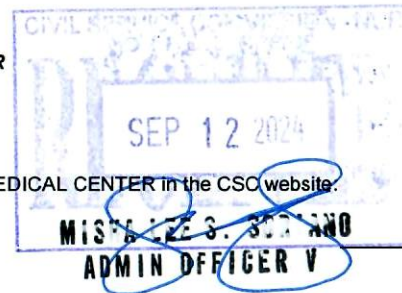
NATIVIDAD R. SARMIENTO  
Administrative Officer V

Republic of the Philippines  
**JOSE REYES MEMORIAL MEDICAL CENTER**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the JOSE REYES MEMORIAL MEDICAL CENTER in the CSC website:



*Lucia H. Panaguiton*  
LUCIA H. PANAGUITON  
HRMO

Date: September 12, 2024

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	ACCOUNTANT II	OSEC-DOHB-A2-360-2022	16	41616	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	National Center for Geriatric Health
2	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-192-2004	3	15265	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
3	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-158-2004	3	15265	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service
4	ADMINISTRATIVE AIDE IV (COMMUNICATIONS EQUIPMENT OPERATOR I)	OSEC-DOHB-ADA4-112-2004	4	16209	Completion of two years studies in college or High School Graduate with relevant vocational trade course	None required	None required	Communications Equipment Operator (MC No. 10, s.2013-Cat. II)	N/A	HOPSS
5	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-141-2004	4	16209	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
6	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-138-2004	4	16209	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
7	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-117-2004	4	16209	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service
8	ADMINISTRATIVE AIDE V (ILLUSTRATOR II)	OSEC-DOHB-ADA5-26-2013	5	17205	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Illustrator (MC No. 10, s. 20113-Cat. II)	N/A	Engineering and Facilities Management Department
9	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-66-2004	6	18255	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
10	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-30-2013	7	19365	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS



11	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-131-2014	7	19365	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
12	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-129-2014	7	19365	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
13	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-141-2014	7	19365	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
14	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-13-2013	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
15	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-12-2013	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
16	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-37-2004	8	20534	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service
17	ADMINISTRATIVE OFFICER II	OSEC-DOHB-ADOF2-20-2004	11	28512	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	HOPSS
18	ADMINISTRATIVE OFFICER II	OSEC-DOHB-ADOF2-17-2004	11	28512	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	HOPSS
19	ADMINISTRATIVE OFFICER II	OSEC-DOHB-ADOF2-22-2004	11	28512	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Finance Service
20	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-15-2004	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	HOPSS
21	COOK II	OSEC-DOHB-COK2-5-1998	5	17205	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nutrition and Dietetics Management Department
22	DORMITORY MANAGER I	OSEC-DOHB-DORMG1-3-1998	9	22219	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Housekeeping Unit
23	INFORMATION SYSTEMS ANALYST I	OSEC-DOHB-INFOSA1-3-2024	12	30705	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Integrated Hospital Operations and Management Unit
24	INFORMATION SYSTEMS ANALYST II	OSEC-DOHB-INFOSA2-1-2024	16	41616	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Integrated Hospital Operations and Management Unit

25	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-11-2015	6	18255	Completion of two years studies in college of Completion of relevant medical laboratory technician course	None required	None required	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Engineering and Facilities Management Department
26	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-48-2013	8	20534	Completion of two years studies in college of Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Engineering and Facilities Management Department

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 September 23, 2024.

1. Letter of Application addressed to: WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG  
Medical Center Chief II
2. 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);
3. Work Experience Sheet (CS Form 212 Attachment) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
4. Photocopy of Certificate of Eligibility/Rating/License (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of Certificate of Training/s (if applicable);
7. Performance rating in the last rating period (if applicable);

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

**WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG**

Medical Center Chief II

Jose R. Reyes Memorial Medical Center

[recruitment@jrrmmc.gov.ph](mailto:recruitment@jrrmmc.gov.ph)

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