

# NOTICE OF VACANCIES

## REQUIREMENTS:

a. Application Letter addressed to:

**EMMANUEL F. MONTAÑA, JR., M.D.**  
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)

i. Photocopies of Relevant Trainings/Seminars attended.

INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS ON OR BEFORE, **AUGUST 8, 2023** to:

- [demmnscgh.hr@gmail.com](mailto:demmnscgh.hr@gmail.com)
- 4<sup>th</sup> floor HR Department of Dr. Eva Macaraeg Macapagal National Center for Geriatric Health Gen. Solano St., Malacañang Complex, San Miguel, Manila

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

  
NATIVIDAD E. SARMIENTO  
Administrative Officer V  
7/27/23



No.	Position Title (Parenthetical Title, if applicable)	No of Positions	Monthly Compensation	Contract Period	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MEDICAL OFFICER IV (Generalist)	10	SG 23 (80,003.00 plus premium: 96,003.60)	August to December 2023	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
2	MEDICAL EQUIPMENT TECHNICIAN I	5	SG 6 (17,553.00 plus premium: 21,063.30)	August to December 2023	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	None required (MC 11, s. 96-Cat III)	NA	National Center for Geriatric Health (NCGH)
3	ADMINISTRATIVE AIDE I (Laborer I)	1	SG 1 (13,000.00 plus premium: 15,600.00)	August to December 2023	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat III)	NA	National Center for Geriatric Health (NCGH)

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 **August 8, 2023**

1. Application Letter;
2. Updated Curriculum Vitae;
3. Fully accomplished Personal Data Sheet(PDS) with recent passport sized picture
4. Photocopy of certificate of eligibility/board rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificate of trainings/seminars attended, if applicable;
7. Photocopy of birth certificate (PSA Copy); and
8. Performance rating in the last rating period (if applicable);

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

EMMANUEL F. MONTANA JR., MD  
 Medical Center Chief II  
 Rizal Avenue, Sta. Cruz Manila  
[demmncgh.hr@gmail.com](mailto:demmncgh.hr@gmail.com)

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