

NOTICE OF VACANCY

FOR PROMOTION:

- a. Approved 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, M.D, FPSNM, MPM-HG
Officer-in-charge, 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
Officer-in-charge, 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
- 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)


INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS ON OR BEFORE **OCTOBER 13, 2023** to:

- demmncgh.hr@gmail.com
- HR Department, 4th flr 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 R. SARMIENTO
Administrative Officer V


RAMONCITO M. FLORES
 HRD
 Date: 26-Sep-23

No.	Position Title (Parenthetical Title, if applicable)	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
1	NURSE I	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	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 **October 13, 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:

WENCESLAO S. LLAUDERES, MD,FPSNM,MPM-HG
 OIC, Medical Center Chief II
 Rizal Avenue, Sta. Cruz Manila
demnncgh.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED