

# NOTICE OF VACANCIES

## 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:

**EMMANUEL F. MONTAÑA, JR., M.D.**

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:

**EMMANUEL F. MONTAÑA, JR., M.D.**

Medical Center Chief II

Jose R. Reyes Memorial Medical Center

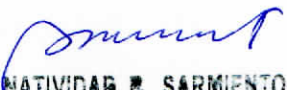
Rizal Avenue, Sta. Cruz, Manila

- 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)

INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS ON OR BEFORE **MAY 19, 2023**, to:

- [demmcgh.hr@gmail.com](mailto:demmcgh.hr@gmail.com)
- 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

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	ACCOUNTANT II	16	38150	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
2	DATA CONTROLLER I	6	17553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s. 1996-Cat I) First Level Eligibility	NA	National Center for Geriatric Health (NCGH)
3	MEDICAL EQUIPMENT TECHNICIAN III	11	27000	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	8 hours of relevant training	2 years of relevant experience	MC No. 10, s.2013-Cat. II (Medical Equipment Technician)	NA	National Center for Geriatric Health (NCGH)
4	MEDICAL OFFICER III	21	63997	Doctor of Medicine	None required	None required	RA 1080	NA	National Center for Geriatric Health (NCGH)
5	MEDICAL OFFICER IV	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
6	NURSE II	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
7	NURSE II	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)

8	NURSE II	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
9	NURSE II	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
10	PSYCHOLOGIST I	11	27000	Master's degree in Psychology	None required	None required	R.A. 10029 (Psychologist)	NA	National Center for Geriatric Health (NCGH)
11	SEAMSTRESS	2	13819	Elementary School Graduate	None required	None required	MC No. 10, s. 2013-Cat. III (None Required)	NA	National Center for Geriatric Health (NCGH)
12	SOCIAL WELFARE ASSISTANT	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	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 May 19, 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  
[demnncgh.hr@gmail.com](mailto:demnncgh.hr@gmail.com)

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