

Republic of the Philippines  
 Department of Health  
**JOSE R. REYES MEMORIAL MEDICAL CENTER**  
 Manila

## NOTICE OF HIRING

**CONTRACT OF SERVICE  
 MARCH - JUNE 2024**

Position Title	No. of Position	Qualification Standards	Monthly Compensation (Basic Salary plus 20% premium)	Area of Assignment
Administrative Aide III (Clerk I)	4	<b>Education:</b> At least two (2) years studies in College <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> None Required	17,613.60	Finance Service
Administrative Aide III (Clerk I)	6	<b>Education:</b> At least two (2) years studies in College <b>Experience:</b> None Required <b>Training:</b> None Required <b>Eligibility:</b> None Required	17,613.60	HOPS Service
Computer Maintenance Technologist II	1	<b>Education:</b> Bachelor's degree relevant to the job (preferably Bachelor's degree in Information Technology, Computer Science or Electronics Computer Engineering <b>Experience:</b> One (1) year of relevant experience <b>Training:</b> Four (4) hours of relevant training  - At least keen on the following language: C#, Php, Java, VBA, MsSql, C++, .net, powerbuilder, laravel, laragon	43,942.80	IHOMU
Computer Maintenance Technologist I	1	<b>Education:</b> Bachelor's degree relevant to the job (preferably Bachelor's degree in Information Technology or Computer Engineering) <b>Experience:</b> None Required <b>Training:</b> None Required  -Knowledgeable in computer troubleshooting, networking, and with basic electrical skills.	32,499.00	IHOMU

  
 NATIVIDAD R. SARMIENTO  
 Administrative Officer V  
 3/27/24

INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS 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 (Rizal Avenue, Sta. Cruz, Manila)

REQUIREMENTS

- Letter of intent 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
- Curriculum Vitae
- Fully accomplished Personal Data Sheet with Work Experience Sheet (CS Form No. 212, Revised 2017)
- Photocopy of Transcript of Records and Diploma
- Photocopy of Certificate of Trainings-

Deadline of submission of application is on MARCH 15, 2024. Please be informed that **INCOMPLETE REQUIREMENTS SHALL NOT BE ENTERTAINED.**

Prepared by:



**LUCIA H. PANAGUITON**  
Supervising Administrative Officer  
Human Resource Management Department

Approved by:



**WENCESLAO S. LLAUDERES, MD, FPSN, MPM-HG**  
Medical Center Chief II