

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

## **NOTICE OF HIRING**

**CONTRACT OF SERVICE**  
**FEBRUARY-JUNE 2024**

<b>Position Title</b>	<b>No. of Position</b>	<b>Qualification Standards</b>	<b>Monthly Compensation (basic salary plus 20% premium)</b>	<b>Area of Assignment</b>
Administrative Aide III (Driver I)	3	<ul style="list-style-type: none"><li>• Elementary School Graduate</li><li>• Professional Driver's License (MC No. 10, s. 2013-Cat. III)</li></ul>	P17,613.60	Facilities Management Department

Interested applicants may send their applications via email at [recruitment@jrrmmc.gov.ph](mailto:recruitment@jrrmmc.gov.ph) or submit the following at HR Department, 7<sup>th</sup> Floor Central Block Building, Jose R. Reyes Memorial Medical Center, Rizal Avenue, Sta. Cruz, Manila.

- Letter of intent addressed to: WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG  
OIC-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 Driver's License

Deadline of submission of application is on February 2, 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**  
OIC-Medical Center Chief II

  
**RATURAD R. CARMONA**  
Administrative Officer

1/23/24