

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
- 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)

DEADLINE OF THE SUBMISSION OF APPLICATION: JUNE 5, 2023

INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS TO:

- recruitment@jrrmmc.gov.ph
- HR Department, 7th Floor, Central Block Building, Jose R. Reyes Memorial Medical Center

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED


NATIVIDAD R. SARMIENTO
 Administrative Officer V

Republic of the Philippines
JOSE REYES MEMORIAL MEDICAL CENTER
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the JOSE REYES MEMORIAL MEDICAL CENTER in the CSC website:

Adelaida I. Berondo
ADELAIDA I. BERONDO
HRMO

Date: May 22, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-162-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
2	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-164-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
3	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-175-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
4	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-178-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
5	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-186-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
6	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-188-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
7	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-132-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
8	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-137-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS

9	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-35-2013	7	18620	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s.1996 Career Service (Subprofessional)/ First Level Eligibility	NA	Finance Service
10	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-38-2014	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	NA	HOPSS
11	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-97-2015	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	NA	HOPSS
12	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-23-2015	14	33843	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	NA	HOPSS
13	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-30-2015	8	19744	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	MC No. 10, s. 2013 Cat. II (Medical Equipment Technician)	NA	CVU
14	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-27-2015	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	R.A. 1080 (Medical Laboratory Technician)	NA	Department of Pathology and Laboratories
15	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-275-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Medical Service
16	MEDICAL SPECIALIST I (PART-TIME)	OSEC-DOHB-MDSPT1-37-1998	22	35755.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	1 year of experience as Post Residency Fellow/Senior Resident or other related experience	R.A. 1080 (Physician)	NA	Medical Service
17	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-143-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	2 years responsible experience as Medical Specialist I or other related experience	R.A. 1080 (Physician)	NA	Medical Service
18	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-2-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	2 years responsible experience as Medical Specialist I or other related experience	R.A. 1080 (Physician)	NA	Medical Service

19	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-213-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	2 years responsible experience as Medical Specialist I or other related experience	R.A. 1080 (Physician)	NA	Medical Service
20	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-209-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	2 years responsible experience as Medical Specialist I or other related experience	R.A. 1080 (Physician)	NA	Medical Service
21	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-118-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	2 years responsible experience as Medical Specialist I or other related experience	R.A. 1080 (Physician)	NA	Medical Service
22	MEDICAL SPECIALIST III (PART-TIME)	OSEC-DOHB-MDSPT3-16-2015	24	45039	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	8 hours of relevant training	3 years of progressively responsible experience as Medical Specialist, II or other related experience	R.A. 1080 (Physician)	NA	Medical Service
23	NURSE II	OSEC-DOHB-NURS2-3149-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
24	NURSE II	OSEC-DOHB-NURS2-3152-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
25	NURSE II	OSEC-DOHB-NURS2-3165-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
26	NURSE II	OSEC-DOHB-NURS2-3250-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
27	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1062-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	NA	Nursing Service
28	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-257-2014	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	Department of Physical Medicine and Rehabilitation

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 June 5, 2023

1. Application Letter;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Photocopy of certificate of eligibility/board rating/license;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of certificate of trainings/seminars attended, if applicable;
6. 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. MONTAÑA, JR., MD

Medical Center Chief II

Rizal Avenue, Sta. Cruz, Manila

recruitment@jrrmmc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.