

# 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:  
**WENCESLAO S. LLAUDERES, M.D., FPSNM, FPCGM, MPP-HG**  
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, FPCGM, MPM-HG.**  
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)

**QUALIFIED APPLICANTS ARE REQUIRED TO SUBMIT A  
PHYSICAL COPY OF THEIR APPLICATION AT THE  
HUMAN RESOURCE MANAGEMENT DEPARTMENT  
(7<sup>TH</sup> FLOOR, CENTRAL BLOCK BUILDING)  
BEFORE THE DEADLINE OF THE PUBLISHED VACANCIES**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE  
ENTERTAINED**

**Deadline of submission: AUGUST 14, 2025**

**SARAH R. AGUAS**  
Administrative Officer IV  
8/1/2024



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

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

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:

**NISHALEE S. SORIANO**  
ADMINISTRATIVE OFFICER V

**NATIVIDAD R. SARMIENTO**

HRMO

Date: August 1, 2025

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	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-18-2024	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Physician)	N/A	Medical Service
2	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-326-2024	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Physician)	N/A	Medical Service
3	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-37-2013	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Physician)	N/A	Medical Service
4	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-282-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Physician)	N/A	Medical Service
5	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-223-2015	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Physician)	N/A	Medical Service
6	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-93-2022	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	R.A. 1080 (Physician)	N/A	Department of Geriatric Medicine

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 August 14, 2025.

- Letter of Application addressed to: WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG  
Medical Center Chief II
- 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](http://www.csc.gov.ph);
- Work Experience Sheet (CS Form 212 Attachment) which can be downloaded at [csc.gov.ph](http://csc.gov.ph);
- Photocopy of Certificate of Eligibility/Rating/License (if applicable);
- Photocopy of Transcript of Records and Diploma;
- Photocopy of Certificate of Training/s (if applicable);
- Performance rating in the last rating period (if applicable);
- Certificate of Employment

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG**

Medical Center Chief II

Jose R. Reyes Memorial Medical Center

[recruitment@jrrmmc.gov.ph](mailto:recruitment@jrrmmc.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.