

NOTICE OF VACANCIES

FOR PROMOTION:

- a. 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, MD, FPSNM, MPM-HG
Officer-in-Charge
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:

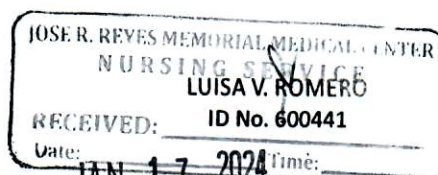
- a. Application Letter addressed to:
WENCESLAO S. LLAUDERES, M.D., FPSNM, MPM-HG
Officer-in-Charge
Jose R. Reyes Memorial Medical Center
Rizal Avenue, Sta. Cruz, Manila
- b. Resume
- c. Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at csc.gov.ph
- d. Transcript of Records 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 SUBMISSION: JANUARY 31, 2024

Interested may submit their application 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



[Signature]
NATIVIDAD R. CARMENIO
Administrative Officer V



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

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:

[Signature]
LUCIA H. PANAGUITON
HRMO

Date: January 17, 2024

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 IV (DRIVER II)	OSEC-DOHB-ADA4-143-2004	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)	N/A	HOPSS
2	ADMINISTRATIVE AIDE IV (DRIVER II)	OSEC-DOHB-ADA4-145-2004	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)	N/A	HOPSS
3	ADMINISTRATIVE AIDE V (ILLUSTRATOR II)	OSEC-DOHB-ADA5-26-2013	5	16543	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Illustrator (MC No. 10, s. 2013-Cat. II)	N/A	HOPSS
4	ADMINISTRATIVE AIDE VI (COMMUNICATIONS EQUIPMENT OPERATOR II)	OSEC-DOHB-ADA6-59-2004	6	17553	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator (MC No. 10, s. 2013-Cat. II)	NA	HOPSS
5	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-17-2013	9	21211	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service

6	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	N/A	HOPSS
7	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	N/A	HOPSS
8	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-52-2015	10	23176	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Finance Service
9	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-8-2013	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	N/A	HOPSS
10	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	N/A	HOPSS
11	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-24-2015	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	N/A	HOPSS
12	COOK II	OSEC-DOHB-COK2-4-1998	5	16543	Elementary School Graduate	None required	None required	MC No. 10, s. 2013 Cat. III (None Required)	N/A	Nutrition and Dietetics Management Department
13	HOSPITAL HOUSEKEEPER	OSEC-DOHB-HHKPER-6-2013	8	19744	High School Graduate	4 hours of relevant training	1 year of relevant experience	MC No. 10, s. 2013 Cat. III (None Required)	N/A	HOPSS
14	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	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Cardiovascular Unit
15	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-34-2015	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	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	HOPSS

16	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-35-2015	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	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	HOPSS
17	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-5-1998	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	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Cardiovascular Unit
18	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-48-2013	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	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	HOPSS
19	MEDICAL TECHNOLOGIST II	OSEC-DOHB-MDTK2-154-2014	15	36619	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Department of Pathology and Laboratories
20	MEDICAL TECHNOLOGIST II	OSEC-DOHB-MDTK2-41-1998	15	36619	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Department of Pathology and Laboratories
21	MEDICAL TECHNOLOGIST IV	OSEC-DOHB-MDTK4-4-2015	20	57347	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Department of Pathology and Laboratories
22	MEDICAL TECHNOLOGIST IV	OSEC-DOHB-MDTK4-11-2013	20	57347	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Department of Pathology and Laboratories
23	MIDWIFE I	OSEC-DOHB-MDWF1-223-2014	9	21211	Completion of the Midwifery course	None required	None required	RA 1080	N/A	Nursing Service
24	MIDWIFE I	OSEC-DOHB-MDWF1-232-2014	9	21211	Completion of the Midwifery course	None required	None required	RA 1080	N/A	Nursing Service
25	MIDWIFE II	OSEC-DOHB-MDWF2-212-2014	11	27000	Completion of Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
26	NURSE I	OSEC-DOHB-NUR1-17-2000	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service

27	NURSE I	OSEC-DOHB-NUR1-42-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
28	NURSE I	OSEC-DOHB-NUR1-156-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
29	NURSE II	OSEC-DOHB-NURS2-3169-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
30	NURSE II	OSEC-DOHB-NURS2-3261-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
31	NURSE II	OSEC-DOHB-NURS2-3266-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
32	NURSE III	OSEC-DOHB-NURS3-24-1998	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
33	NURSE VI	OSEC-DOHB-NURS6-22-1998	22	71511	Bachelor of Science in Nursing with at least 9 units in management course at the graduate level	16 hours of relevant training	3 years of relevant experience	RA 1080	N/A	Nursing Service
34	NURSING ATTENDANT II	OSEC-DOHB-NATT2-35-1998	6	17553	Elementary School Graduate	None required	None required	MC No. 10, s. 2013-Cat. III (None Required)	N/A	Nursing Service
35	NURSING ATTENDANT II	OSEC-DOHB-NATT2-80-2013	6	17553	Elementary School Graduate	None required	None required	MC No. 10, s. 2013-Cat. III (None Required)	N/A	Nursing Service
36	NURSING ATTENDANT II	OSEC-DOHB-NATT2-99-2013	6	17553	Elementary School Graduate	None required	None required	MC No. 10, s. 2013-Cat. III (None Required)	N/A	Nursing Service
37	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2-23-2015	15	36619	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
38	PHARMACIST II	OSEC-DOHB-PH2-189-2010	15	36619	Bachelor's degree in Pharmacy	None required	None required	RA 1080	N/A	Pharmacy Department
39	PHARMACIST V	OSEC-DOHB-PH5-237-2010	22	71511	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Pharmacy Department
40	RESPIRATORY THERAPIST I	OSEC-DOHB-RSTH1-219-2014	10	23176	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	N/A	Pulmonary Unit
41	SPEECH THERAPIST II	OSEC-DOHB-STH2-11-2015	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	N/A	Department of Physical Medicine and Rehabilitation
42	SPEECH THERAPIST II	OSEC-DOHB-STH2-14-2015	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	N/A	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 January 31, 2024.

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:

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

OIC-Medical Center Chief II

Rizal Avenue, Sta. Cruz, Manila

demmncgh.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.