

NOTICE OF VACANCIES

Interested applicants must submit the following requirements to Human Resource Management and Department on or before March 23, 2023.

FOR PROMOTION:

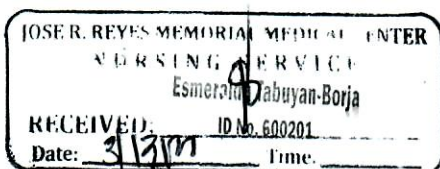
- Approved Application Routing Slip with the latest original 2x2 ID picture
- Updated Personal Data Sheet (PDS) with ID picture and attach Highlights of Accomplishments to work experience related/has relevance to the position applied. Rotations should be accompanied by HPO
- Application Letter addressed to:
EMMANUEL F. MONTAÑA, JR., M.D.
Medical Center Chief II
Jose R. Reyes Memorial Medical Center
Rizal Avenue, Sta. Cruz, Manila
- 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.
- Photocopies of Relevant Trainings/Seminars attended.

FOR NEW APPLICANTS:

- 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
- Resume
- Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at csc.gov.ph
- Transcript of Records and Diploma
- Elementary Diploma (for Technical Positions based on CSC Qualification Standards)/High School Diploma
- Board Rating/PRC License/Civil Service Eligibility as the case may warrant
- Two (2) 2x2 ID picture in white background
- Good Moral Character (School/2 Reference/Previous work)

INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS TO recruitment@jrrmmc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED



Boaciling, Manila, PH, MAN
013402
3-13

Comun
NATIVIDAD R. SARMIENTO
Administrative Officer V
3/13/23

Adelaida I. Berondo
ADELAIDA I. BERONDO

HRMO

Date: March 13, 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	ACCOUNTANT II	OSEC-DOHB-A2-360-2022	16	39672	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	National Center for Geriatric Health (NCGH)
2	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-98-2014	8		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	NA	Pharmacy Department
3	DORMITORY MANAGER	OSEC-DOHB-DORMG1-3-1998	9		Bachelor's degree	None Required	None Required	Career Service (Professional)/ Second Level Eligibility	NA	EFMD
4	HEALTH PHYSICIST II	OSEC-DOHB-HPHY2-4-1998	18		Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	NA	Radiotherapy Department
5	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQT1-11-2015	6		Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	NA	HOPS Service
6	NURSE II	OSEC-DOHB-NURS2-3209-2021	16		Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
7	NURSE II	OSEC-DOHB-NURS2-3223-2021	16		Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
8	NURSE II	OSEC-DOHB-NURS2-3272-2021	16		Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
9	NURSE IV	OSEC-DOHB-NURS4-8-1998	19		Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	R.A. 1080	NA	Nursing Service
10	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-12-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine
11	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-13-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine
12	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-14-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine
13	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-15-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine

14	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-31-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine
15	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-33-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine
16	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-34-2015	11		Bachelor's degree in Occupational Therapy	None Required	None Required	R.A. 1080	NA	Rehabilitation Medicine
17	SECURITY GUARD I	OSEC-DOHB-SECG-28-1998	3		High School Graduate	None required	None required	Security Guard License (MC No. 10, s. 2013-Cat. IV)	NA	Security Unit

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 March 23, 2023

1. Application Letter;
2. Updated Curriculum Vitae;
3. 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;
4. Photocopy of certificate of eligibility/board rating/license;
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of certificate of trainings/seminars attended, if applicable;
7. Photocopy of birth certificate (PSA copy); and
8. 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.