

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)

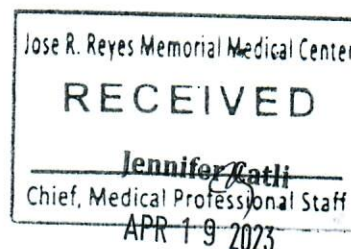
DEADLINE OF THE SUBMISSION OF APPLICATION: MAY 2, 2023

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

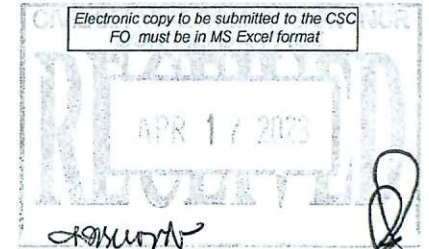


4/19/23
LUISA M. ROMERO
ID No. 600441.



[Signature]
NATIVIDAD R. SARMIENTO
Administrative Officer V
4/19/23

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



Adelaida I. Berondo
ADELAIDA I. BERONDO
HRMO

Date: April 17, 2023

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:

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-ADA3-169-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	HOPSS
2	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-193-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	HOPSS
3	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-171-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	Finance Service
4	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-168-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	Finance Service
5	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-174-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	Finance Service
6	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-224-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	HOPSS
7	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-150-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	HOPSS
8	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-125-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/F First Level Eligibility	NA	HOPSS

9	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-29-2013	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	HOPPS
10	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-52-2004	8	19744	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	Relevant MC 11 s.1996 Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
11	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-12-2013	8	19744	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	Relevant MC 11 s.1996 Career Service (Subprofessional)/ First Level Eligibility	NA	HOPSS
12	ADMINISTRATIVE OFFICER II	OSEC-DOHB-ADOF2-21-2004	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	NA	HOPSS
13	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	NA	HOPSS
14	HEALTH PHYSICIST II	OSEC-DOHB-HPHY2-4-1998	18	46745	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
15	LAUNDRY WORKER I	OSEC-DOHB-LAW1-10-1998	1	13000	Must be able to read and write	None required	None required	MC No. 10, s. 2013- Cat. III (None required)	NA	Linen Section
16	MEDICAL LABORATORY TECHNICIAN I	OSEC-DOHB-MLAB1-20-1998	6	17553	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	None required	None required	R.A. 1080 (Medical Laboratory Technician)	NA	Department of Pathology and Laboratories
17	MEDICAL LABORATORY TECHNICIAN III	OSEC-DOHB-MLAB3-25-2015	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

19	MEDICAL SPECIALIST III (FULL TIME)	OSEC-DOHB-MDSP3-87-1998	24	90078	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 experiences	R.A. 1080 (Physician)	NA	Medical Service
20	MEDICAL SPECIALIST III (FULL TIME)	OSEC-DOHB-MDSP3-89-1998	24	90078	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 experiences	R.A. 1080 (Physician)	NA	Medical Service
21	MEDICAL SPECIALIST IV (FULL-TIME)	OSEC-DOHB-MDSP4-19-2015	25	102690	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	4 years of experience in planning, organizing, directing, coordinating and supervising various activities of a staff involved in the practice of medicine	R.A. 1080 (Physician)	NA	Medical Service
22	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-DOHB-MDSPT4-115-2016	25	51345	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	4 years of experience in planning, organizing, directing, coordinating and supervising various activities of a staff involved in the practice of medicine	R.A. 1080 (Physician)	NA	Medical Service
23	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-11-2000	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	NA	Department of Pathology and Laboratories
24	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-77-2013	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	NA	Department of Pathology and Laboratories
25	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	NA	Department of Pathology and Laboratories
26	MEDICAL TECHNOLOGIST III	OSEC-DOHB-MDTK3-41-1998	18	46725	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	R.A. 1080	NA	Department of Pathology and Laboratories
27	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	R.A. 1080	NA	Department of Pathology and Laboratories

28	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	R.A. 1080	NA	Department of Pathology and Laboratories
29	NURSE I	OSEC-DOHB-NUR1-41-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
30	NURSE I	OSEC-DOHB-NUR1-85-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
31	NURSE I	OSEC-DOHB-NUR1-90-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
32	NURSE I	OSEC-DOHB-NUR1-99-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
33	NURSE I	OSEC-DOHB-NUR1-106-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
34	NURSE I	OSEC-DOHB-NUR1-110-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
35	NURSE I	OSEC-DOHB-NUR1-111-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
36	NURSE I	OSEC-DOHB-NUR1-116-1998	15	36619	Bachelor of Science in Nursing	None required	None required	R.A. 1080	NA	Nursing Service
37	NURSE II	OSEC-DOHB-NURS2-3133-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
38	NURSE II	OSEC-DOHB-NURS2-3222-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
39	NURSE II	OSEC-DOHB-NURS2-3254-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
40	NURSE II	OSEC-DOHB-NURS2-3426-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	R.A. 1080	NA	Nursing Service
41	NURSE III	OSEC-DOHB-NURS3-45-1998	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
42	NURSING ATTENDANT I	OSEC-DOHB-NATT1-994-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, 2013-Cat. III)	NA	Nursing Service
43	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1067-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, 2013-Cat. III)	NA	Nursing Service
44	RADIOLOGIC TECHNOLOGIST V	OSEC-DOHB-RT5-1-1998	22	71511	Bachelor of Science in Radiologic Technology	Thirty-two (32) hours of training in radiologic technology with special modalities which include sixteen (16) hours management training undertaken within the last five (5) years	Four (4) years of experience as Radiologic Technologist which shall include at least two (2) years of experience in planning, organizing, directing, coordinating and supervising various activities in radiologic technology	RA 1080 (Radiologic Technologist)	NA	Paramedical Service
45	SECURITY GUARD I	OSEC-DOHB-SECG1-28-1998	3	14678	High School Graduate	None required	None required	Security Guard License (MC No. 10, s. 2013-Cat. IV)	NA	Security Unit

46	SECURITY GUARD II	OSEC-DOHB-SECG2-9-1998	5	16543	High School Graduate	None required	None required	Security Guard License (MC No. 10, s. 2013-Cat. IV)	NA	Security Unit
47	STATISTICIAN I	OSEC-DOHB-STAT1-17-2000	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	NA	Statistics 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 May 2, 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. Photocopy of birth certificate (PSA copy); and
7. Performance rating **in the last rating period** (if applicable);
8. Certificate of employment with job description

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.