

# 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**  
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, 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)

**DEADLINE OF SUBMISSION: JUNE 13, 2024**

Interested may submit their application to:

- [recruitment@jrrmmc.gov.ph](mailto:recruitment@jrrmmc.gov.ph)
- HR Department, 7<sup>th</sup> Floor, Central Block Building, Jose R. Reyes Memorial Medical Center

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

  
NATIVIDAD R. SARMIENTO  
Administrative Officer V  
6/13/24

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:

**MISHA LEE S. SORIANO**  
ADMIN OFFICER V

*Lucia H. Panaguiton*  
**LUCIA H. PANAGUITON**  
HRMO

Date: May 30, 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 I (LABORER I)	OSEC-DOHB-ADA1-242-2004	1	13000	Must be able to read and write	None required	None required	MC No. 10, s.2013-Cat. III (None Required)	N/A	HOPS Service
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DOHB-ADA1-276-2004	1	13000	Must be able to read and write	None required	None required	MC No. 10, s.2013-Cat. III (None Required)	N/A	HOPS Service
3	ADMINISTRATIVE AIDE II (REPRODUCTION MACHINE OPERATOR I)	OSEC-DOHB-ADA2-239-2004	2	13819	Elementary School Graduate	None required	None required	MC No. 10, s.2013-Cat. III (None Required)	N/A	HOPS Service
4	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-159-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
5	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-166-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
6	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-169-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
7	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-176-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service

8	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-187-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
9	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-189-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
10	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-190-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
11	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-191-2004	3	14678	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
12	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-58-2004	6	17553	Completion of two years in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPS Service
13	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	OSEC-DOHB-ADA6-89-2004	6	17553	Elementary School Graduate	None required	None required	MC No. 10, s.2013-Cat. III (None Required)	N/A	HOPS Service
14	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-93-2014	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	Career Service (Subprofessional)/ First Level Eligibility	N/A	Pharmacy Department
15	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-113-2015	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	Career Service (Subprofessional)/ First Level Eligibility	N/A	Pharmacy Department
16	DENTIST II	OSEC-DOHB-DENT2-10-1998	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Paramedical Service
17	DENTIST II	OSEC-DOHB-DENT2-12-1998	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Paramedical Service
18	DENTIST II	OSEC-DOHB-DENT2-13-1998	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Paramedical Service

19	DENTIST II	OSEC-DOHB-DENT2-15-2000	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Paramedical Service
20	DENTIST II	OSEC-DOHB-DENT2-94-2007	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Paramedical Service
21	DENTIST II	OSEC-DOHB-DENT2-96-2007	17	43030	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Paramedical Service
22	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-27-2015	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	N/A	Department of Pathology and Laboratories
23	MEDICAL TECHNOLOGIST II	OSEC-DOHB-MDTK2-33-1998	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
24	MEDICAL TECHNOLOGIST III	OSEC-DOHB-MDTK3-26-2000	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	RA 1080	N/A	Department of Pathology and Laboratories
25	MEDICAL TECHNOLOGIST III	OSEC-DOHB-MDTK3-42-1998	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	RA 1080	N/A	Department of Pathology and Laboratories
26	NURSE I	OSEC-DOHB-NUR1-38-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
27	NURSE I	OSEC-DOHB-NUR1-41-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
28	NURSE I	OSEC-DOHB-NUR1-66-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
29	NURSE I	OSEC-DOHB-NUR1-158-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
30	NURSE I	OSEC-DOHB-NUR1-168-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
31	NURSE II	OSEC-DOHB-NURS2-2-2024	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 II	OSEC-DOHB-NURS2-3172-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service

33	NURSING ATTENDANT I	OSEC-DOHB-NATT1-993-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
34	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1017-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
35	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1018-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
36	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1024-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
37	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1026-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
38	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1029-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
39	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1031-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
40	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1038-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
41	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1048-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
42	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1059-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
43	NURSING ATTENDANT II	OSEC-DOHB-NATT2-80-2013	6	17553	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
44	PHYSICAL THERAPIST I	OSEC-DOHB-PHT1-28-2015	11	27000	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
45	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-12-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
46	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-13-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
47	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-14-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation

48	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-15-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
49	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-31-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
50	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-32-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
51	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-33-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	N/A	Department of Physical Medicine and Rehabilitation
52	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2-22-2015	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
53	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
54	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2-1-1998	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
55	OCCUPATIONAL THERAPIST II	OSEC-DOHB-OT2-24-2015	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
56	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-259-2014	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
57	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-258-2014	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
58	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-12-2015	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
59	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-13-2015	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
60	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-14-2015	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation

61	RADIOLOGIC TECHNOLOGIST I	OSEC-DOHB-RT1-62-2013	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	N/A	Paramedical Service
62	RADIOLOGIC TECHNOLOGIST III	OSEC-DOHB-RT3-2-1998	18	46725	Bachelor of Science in Radiologic Technology	Eight (8) hours of training in Radiologic technology with special modalities undertaken within the last 5 years	Two (2) years of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	N/A	Paramedical Service
63	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 (Subprofessional)/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
64	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
65	SOCIAL WELFARE OFFICER I	OSEC-DOHB-SOCWO1-35-1998	11	27000	Bachelor's degree in Social Work	None required	None required	Career Service (Professional)/ Second Level Eligibility	N/A	Medical Social Work Department

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 13, 2024.

1. 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);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**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)

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