

# 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:

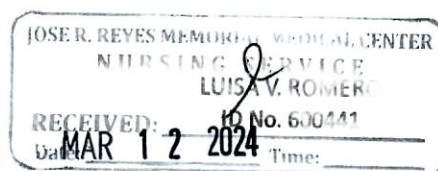
- a. Application Letter addressed to:  
**WENCESLAO S. LLAUDERES, M.D., FPSNM, MPM-HG**  
Medical Center Chief II  
Jose R. Reyes Memorial Medical Center  
Rizal Avenue, Sta. Cruz, Manila
- b. Resume
- c. Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at [csc.gov.ph](http://csc.gov.ph)
- 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: MARCH 25, 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*  
NATIVIDAD R. SARMIENTO  
Administrative Officer V

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:

*Lucy*  
LUCIA H. PANAGUITON  
HRMO

Date: March 12, 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 III (DRIVER I)	OSEC-DOHB-ADA3-200-2004	3	14678	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 (COMMUNICATIONS EQUIPMENT OPERATOR I)	OSEC-DOHB-ADA4-109-2004	4	15586	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)	N/A	HOPSS
3	ADMINISTRATIVE AIDE IV (ELECTRICIAN I)	OSEC-DOHB-ADA4-147-2004	4	15586	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC No. 10, s. 2013-Cat II)	N/A	EFMD
4	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

5	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-13-2013	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	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
6	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-97-2014	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
7	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-99-2014	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
8	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-116-2015	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
9	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
10	ATTORNEY IV	OSEC-DOHB-ATY4-22-2013	23	80003	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Legal Unit
11	HEALTH EDUCATION AND PROMOTION OFFICER III	OSEC-DOHB-HEPO3-110-2013	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Paramedical Service
12	NURSE I	OSEC-DOHB-NUR1-53-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
13	NURSE I	OSEC-DOHB-NUR1-154-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service

14	NURSE I	OSEC-DOHB-NUR1-169-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
15	NURSE I	OSEC-DOHB-NUR1-103-2017	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
16	NURSE II	OSEC-DOHB-NURS2-3267-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
17	NURSE II	OSEC-DOHB-NURS2-3229-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
18	NURSE II	OSEC-DOHB-NURS2-3242-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
19	NURSE III	OSEC-DOHB-NURS3-9-2000	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
20	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
21	NURSE III	OSEC-DOHB-NURS3-114-2013	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
22	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1035-1998	4	15586	Elementary School Graduate	None required	None required	None Required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
23	NURSING ATTENDANT I	OSEC-DOHB-NATT1-1069-1998	4	15586	Elementary School Graduate	None required	None required	None Required (MC No. 10, s. 2013-Cat. III)	N/A	Nursing Service
24	NUTRITIONIST-DIETITIAN I	OSEC-DOHB-ND1-5-1998	11	27000	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	N/A	Nutrition and Dietetics Management 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 March 25, 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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