

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:

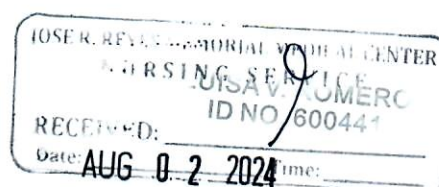
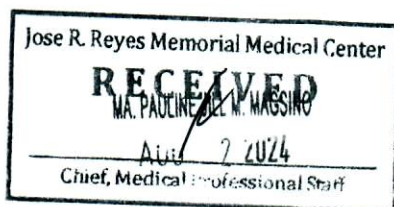
- a. Application Letter addressed to:
WENCESLAO S. LLAUDERES, M.D., FPSNM, MPM-HG
Medical Center Chief II
Jose R. Reyes Memorial Medical Center
Rizal Avenue, Sta. Cruz, Manila
- b. Resume
- c. Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at csc.gov.ph
- d. Transcript 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: AUGUST 13, 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




NATIVIDAD R. SARMIENTO
Administrative Officer

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:

Stamp: AUG 02 2024
Signature: MICHA LEE S. SORIANO
Title: ADMIN OFFICER V

Signature: ADELAIDA I. BERONDO
Title: HRMO

Date: August 2, 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 (UTILITY WORKER I)	OSEC-DOHB-ADA1-288-2004	1	13000	Must be able to read and write	None required	None required	MC No. 10, s.2013-Cat. III (None Required)	N/A	HOPSS
2	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/ First Level Eligibility	N/A	Finance Service
3	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/ First Level Eligibility	N/A	Finance Service
4	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-135-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	HOPSS
5	ADMINISTRATIVE AIDE V (ILLUSTRATOR II)	OSEC-DOHB-ADA5-26-2013	5	16543	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Illustrator (MC No. 10, s. 2013-Cat II)	N/A	HOPSS
6	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-81-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	HOPSS
7	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-70-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	HOPSS
8	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-32-2004	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	Career Service Subprofessional/ First Level Eligibility	N/A	Finance Service
9	ADMINISTRATIVE OFFICER III	OSEC-DOHB-ADOF3-15-2004	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	DORMITORY MANAGER I	OSEC-DOHB-DORMG1-3-1998	9	21211	Bachelor's degree ✓	None required	None required	Career Service Professional/ Second Level Eligibility	N/A	HOPSS
11	HEALTH PHYSICIST II	OSEC-DOHB-HPHY2-4-1998	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	N/A	Paramedical Service
12	LABORATORY TECHNICIAN I	OSEC-DOHB-LABT1-440-2022	6	17553	Completion of two years studies in college	None required	None required	Laboratory Technician - MC No. 10, s. 2013 - Cat. II	N/A	National Center for Geriatric Health
13	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-284-2015	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Medical Service
14	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-211-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant speciality Board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080	N/A	National Center for Geriatric Health
15	MEDICAL SPECIALIST III (PART TIME)	OSEC-DOHB-MDSPT3-22-1998	24	45039	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant speciality Board	8 hours of relevant training	3 years of progressively responsible experience as Medical Specialist II or other related experience	RA 1080	N/A	Medical Service
16	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 speciality Board	8 hours of relevant training	4 years of experience in planning, directing coordinating and supervising various activities of a Staff involved in the practice of medicine	RA 1080	N/A	Medical Service
17	MEDICAL SPECIALIST IV (PART TIME)	OSEC-DOHB-MDSPT4-120-2016	25	51345	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant speciality Board	8 hours of relevant training	4 years of experience in planning, directing coordinating and supervising various activities of a Staff involved in the practice of medicine	RA 1080	N/A	Medical Service
18	MEDICAL SPECIALIST IV (PART TIME)	OSEC-DOHB-MDSPT4-118-2016	25	51345	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant speciality Board	8 hours of relevant training	4 years of experience in planning, directing coordinating and supervising various activities of a Staff involved in the practice of medicine	RA 1080	N/A	Medical Service

18	MEDICAL SPECIALIST IV (PART TIME)	OSEC-DOHB-MDSPT4-118-2016	25	51345	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant speciality Board	8 hours of relevant training	4 years of experience in planning, directing coordinating and supervising various activities of a Staff involved in the practice of medicine	RA 1080	N/A	Medical Service
19	MIDWIFE I	OSEC-DOHB-MDWF1-226-2014	9	21211	Completion of the Midwifery Course	None required	None required	RA 1080	N/A	Nursing Service
20	NURSE I	OSEC-DOHB-NUR1-129-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
21	NURSE I	OSEC-DOHB-NUR1-80-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
22	NURSING ATTENDANT I	OSEC-DOHB-NATT1-24-2016	4	15586	Elementary School Graduate	None required	None required	MC No. 10, s.2013-Cat. III (None Required)	N/A	National Center for Geriatric Health
23	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
24	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
25	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
26	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
27	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
28	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
29	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
30	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
31	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
32	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
33	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

34	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
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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 August 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;
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@jrmmmc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.