

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:

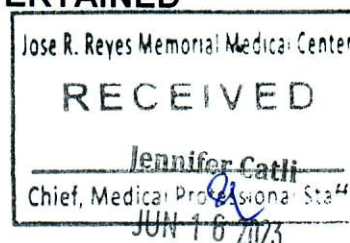
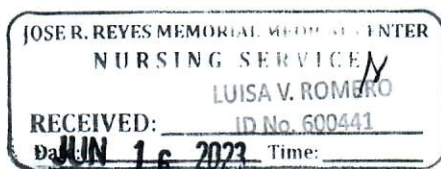
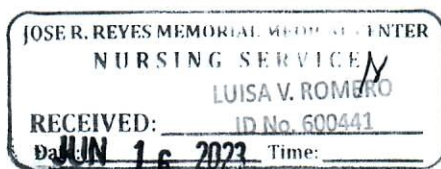
- a. Application Letter addressed to:
EMMANUEL F. MONTAÑA, JR., M.D.
Medical Center Chief II
Jose R. Reyes Memorial Medical Center
Rizal Avenue, Sta. Cruz, Manila
- b. Resume
- c. Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at csc.gov.ph
- d. Transcript of Records and 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: JUNE 26, 2023

INTERESTED APPLICANTS MAY SUBMIT THE FOLLOWING REQUIREMENTS TO:

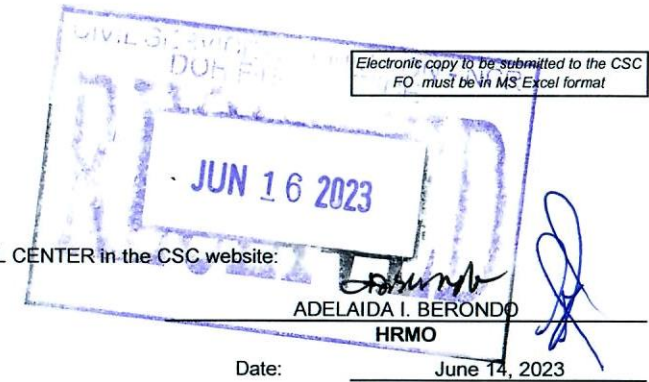
- recruitment@jrrmmc.gov.ph
- HR Department, 7th Floor, Central Block Building, Jose R. Reyes Memorial Medical Center

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED



Natividad R. Barrientos
Administrative Officer
6/16/23

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:

Date: June 14, 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	ADMINISTRATIVE AIDE I (LABORER I)	OSEC-DOHB-ADA1-242-2004	1	13000	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	NA	HOPS Service
2	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DOHB-ADA1-273-2004	1	13000	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	NA	HOPS Service
3	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DOHB-ADA1-263-2004	1	13000	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	NA	Finance Service
4	ADMINISTRATIVE AIDE I (UTILITY WORKER I)	OSEC-DOHB-ADA1-310-2004	1	13000	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	NA	Finance Service
5	ADMINISTRATIVE AIDE II (REPRODUCTION MACHINE OPERATOR I)	OSEC-DOHB-ADA2-239-2004	2	13819	Elementary School Graduate	None required	None required	None required (MC No. 10, s.2013-Cat. III)	NA	EFMD
6	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-183-2004	3	14678	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPS Service
7	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)	NA	EFMD
8	ADMINISTRATIVE AIDE III (DRIVER I)	OSEC-DOHB-ADA3-318-2004	3	14678	Elementary School Graduate	None required	None required	Professional Driver's License(MC No. 10, s. 2013-Cat. IV)	NA	EFMD

9	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-103-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	Finance Service
10	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DOHB-ADA3-226-2004	3	14678	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	NA	HOPS Service
11	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-57-2004	6	17533	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	Finance Service
12	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-71-2004	6	17533	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	NA	HOPS Service
13	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-40-2004	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	Finance Service
14	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-41-2015	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 years of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	NA	Finance Service
15	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-28-2004	9	21211	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 years of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility	NA	Finance Service
16	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	NA	HOPS Service
17	ADMINISTRATIVE OFFICER V	OSEC-DOHB-ADOF5-7-2004	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	NA	HOPS Service
18	CHIEF ADMINISTRATIVE OFFICER	OSEC-DOHB-CADOF-1-2004	24	90078	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility	NA	Chief Administrative Office
19	MEDICAL OFFICER IV	OSEC-DOHB-MDOF4-8-2020	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Medical Service

20	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	RA 1080	NA	Department of Pathology and Laboratories
21	NURSE I	OSEC-DOHB-NUR1-122-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	NA	Nursing Service
22	NURSE I	OSEC-DOHB-NUR1-54-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	NA	Nursing Service
23	NURSE I	OSEC-DOHB-NUR1-128-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	NA	Nursing Service
24	NURSE I	OSEC-DOHB-NUR1-100-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	NA	Nursing Service
25	NURSE I	OSEC-DOHB-NUR1-160-1998	15	36619	Bachelor of Science in Nursing	None required	None required	RA 1080	NA	Nursing Service
26	NURSE II	OSEC-DOHB-NURS2-3425-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
27	NURSE II	OSEC-DOHB-NURS2-3210-2021	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
28	NURSE III	OSEC-DOHB-NURS3-21-1998	17	43030	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	NA	Nursing Service
29	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-12-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
30	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-13-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
31	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-14-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
32	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-15-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
33	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-31-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
34	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-33-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
35	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-34-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	NA	Department of Physical Medicine and Rehabilitation
36	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-46-2013	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Department of Physical Medicine and Rehabilitation