

# 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: SEPTEMBER 30, 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 B. 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:

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

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

Date: September 18, 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 (UTILITY WORKER II)	OSEC-DOHB-ADA3-212-2004	3	15265	Must be able to read and write	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	HOPSS
2	ADMINISTRATIVE AIDE VI (LABOR FOREMAN)	OSEC-DOHB-ADA6-77-2004	6	18255	High School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	HOPSS
3	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	OSEC-DOHB-ADA6-93-2004	6	18255	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	HOPSS
4	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-DOHB-MDSPT4-107-2016	25	53604	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)	N/A	Medical Service
5	NURSE II	OSEC-DOHB-NURS2-3133-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
6	NURSE II	OSEC-DOHB-NURS2-3209-2021	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service

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 September 30, 2024.

- Letter of Application addressed to: WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG  
Medical Center Chief II
- 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);
- Work Experience Sheet (CS Form 212 Attachment) which can be downloaded at [csc.gov.ph](http://csc.gov.ph);
- Photocopy of Certificate of Eligibility/Rating/License (if applicable);
- Photocopy of Transcript of Records and Diploma;
- Photocopy of Certificate of Training/s (if applicable);
- Performance rating in the last rating period (if applicable);

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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