

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
Officer-in-Charge
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
Officer-in-Charge
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: DECEMBER 7, 2023

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

9/11/24/20
Esmeralda Tabuyan-Corja
ID No. 600201


NATIVIDAD R. SARMIENTO
Administrative Officer V

Republic of the Philippines
JOSE REYES MEMORIAL MEDICAL CENTER
Request for Publication of Vacant Positions

NOV 24 2023
ALL UNIT

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:

Lucia H. Panaguiton
LUCIA H. PANAGUITON
HRMO

Date: November 24, 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 IV (CLERK II)	OSEC-DOHB-ADA4-125- 2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
2	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-149- 2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
3	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-139- 2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
4	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-128- 2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
5	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-131- 2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
6	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-152- 2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS

7	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-150-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	HOPSS
8	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-137-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	HOPSS
9	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-132-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	HOPSS
10	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-136-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	HOPSS
11	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-130-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	HOPSS
12	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-154-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	HOPSS
13	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-104-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Finance Service
14	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-126-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Finance Service
15	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-115-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	NA	Finance Service

16	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-121-2004	4	15586	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	Finance Service
17	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)	NA	Engineering Facilities Management Department
18	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-71-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
19	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-85-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
20	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DQHB-ADA6-56-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	Finance Service
21	ADMINISTRATIVE AIDE VI (CLERK III)	OSEC-DOHB-ADA6-61-2004	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	Finance Service
22	ADMINISTRATIVE AIDE VI (COMMUNICATIONS EQUIPMENT OPERATOR II)	OSEC-DOHB-ADA6-59-2004	6	17553	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)	NA	HOPSS
23	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-130-2014	7	18620	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS

24	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-31-2013	7	18620	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
25	ADMINISTRATIVE ASSISTANT I	OSEC-DOHB-ADAS1-27-2013	7	18620	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) / First Level Eligibility	NA	HOPSS
26	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-40-2004	8	19744	Completion of two-year 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	NA	Finance Service
27	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-36-2004	8	19744	Completion of two-year 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	NA	Finance Service
28	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-17-2013	8	19744	Completion of two-year 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	NA	Finance Service
29	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-98-2014	8	19744	Completion of two-year 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	NA	Pharmacy Department

30	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-96-2014	8	19744	Completion of two-year 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	NA	Pharmacy Department
31	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-33-2004	8	19744	Completion of two-year 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	NA	HOPSS
32	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-19-2013	9	21211	Completion of two-year 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	NA	HOPSS
33	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-53-2015	10	23176	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	NA	Finance Service
34	COOK II	OSEC-DOHB-COK2-25-2013	5	16543	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	NA	Nutrition and Dietetics Management Department
35	MEDICAL SPECIALIST I (PART-TIME)	OSEC-DOHB-MDSPT1-40-1998	22	35755.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	1 year of experience as Post Residency Fellow/Senior Resident or other related experience	RA 1080 (Physician)	NA	Medical Service
36	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-209-1998	23	40001.5	Doctor of Medicine with a certificate as Fellow of the relevant specialty society and/or Diploma of the relevant specialty Board	4 hours of relevant training	2 years of responsible experience as Medical Specialist I or other related experience	RA 1080 (Physician)	NA	Medical Service

37	MEDICAL SPECIALIST III	OSEC-DOHB-MDSP3-87-1998	24	90078	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	3 years of progressively responsible experience as Medical Specialist II or other related experience	RA 1080 (Physician)	NA	Medical Service
38	MEDICAL SPECIALIST III	OSEC-DOHB-MDSP3-89-1998	24	90078	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	3 years of progressively responsible experience as Medical Specialist II or other related experience	RA 1080 (Physician)	NA	Medical Service
39	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-MDSPT4-122-2016	25	51345	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	RA 1080 (Physician)	NA	Medical Service
40	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-MDSPT4-106-2016	25	51345	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	RA 1080 (Physician)	NA	Medical Service

41	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-MDSPT4-112-2016	25	51345	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	RA 1080 (Physician)	NA	Medical Service
42	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-MDSPT4-109-2016	25	51345	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	RA 1080 (Physician)	NA	Medical Service
43	MEDICAL SPECIALIST IV (PART-TIME)	OSEC-MDSPT4-115-2016	25	51345	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	RA 1080 (Physician)	NA	Medical Service
44	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-76-2013	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	NA	Department of Pathology & Laboratories

45	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-78-2013	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	NA	Department of Pathology & Laboratories
46	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-11-2000	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	NA	Department of Pathology & Laboratories
47	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-77-2013	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	NA	Department of Pathology & Laboratories
48	NURSING ATTENDANT II	OSEC-DOHB-NATT2-32-1998	6	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	NA	Nursing Service
49	NURSING ATTENDANT II	OSEC-DOHB-NATT2-48-2013	6	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	NA	Nursing Service
50	NURSING ATTENDANT II	OSEC-DOHB-NATT2-87-2013	6	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	NA	Nursing Service
51	NURSING ATTENDANT II	OSEC-DOHB-NATT2-92-2013	6	15586	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	NA	Nursing Service
52	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-14-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation
53	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-12-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation
54	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-15-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation
55	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-13-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation

56	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-33-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation
57	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-31-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation
58	OCCUPATIONAL THERAPIST I	OSEC-DOHB-OT1-32-2015	11	27000	Bachelor's degree in Occupational Therapy	None required	None required	RA1080	NA	Department of Physical Medicine & Rehabilitation
59	RADIOLOGIC TECHNOLOGIST IV	OSEC-DOHB-RT4-13-2015	20	57347	Bachelor of Science in Radiologic Technology	Sixteen (16) hours of training in radiologic technology with special modalities undertaken within the last five (5) years	Three (3) years of experience as a Radiologic Technologist which shall include one (1) year of experience in supervising departmental operations	RA 1080 (Radiologic Technologist)	NA	Radiology Department
60	SOCIAL WELFARE OFFICER I	OSEC-DOHB-SOCWO1-39-1998	11	27000	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	NA	Medical Social Work Department
61	SOCIAL WELFARE ASSISTANT	OSEC-DOHB-SOCWAS-13-2015	8	19744	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	NA	Medical Social Work Department
62	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	NA	Department of Physical Medicine & Rehabilitation
63	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	NA	Department of Physical Medicine & Rehabilitation

64	STATISTICIAN I	OSEC-DOHB-STAT1-26-1998	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	NA	Statistics Unit
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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 December 7, 2023.

1. Application Letter;
2. 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;
3. Photocopy of certificate of eligibility/board rating/license;
4. Photocopy of Transcript of Records and Diploma;
5. Photocopy of certificate of trainings/seminars attended, if applicable;
6. 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
OIC-Medical Center Chief II
Rizal Avenue, Sta. Cruz, Manila
demmncgh.hr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.