

# 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:
 

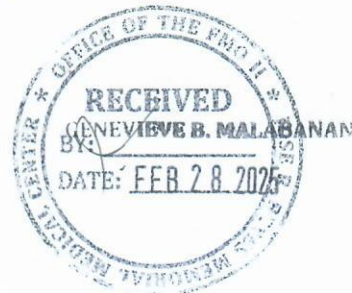
**WENCESLAO S. LLAUDERES, M.D., FPSNM, MPP-HG**  
 Medical Center Chief II  
 Jose R. Reyes Memorial Medical Center  
 Rizal Avenue, Sta. Cruz, Manila
- d. Plans and Proposals (for Salary Grade 14 and above)/Recommendations (for Salary Grade 13 and below) related to the job descriptions of the position being applied/indicators set by the service.
- e. Photocopies of Relevant Trainings/Seminars attended.

## FOR NEW APPLICANTS:

- a. Application Letter addressed to:
 

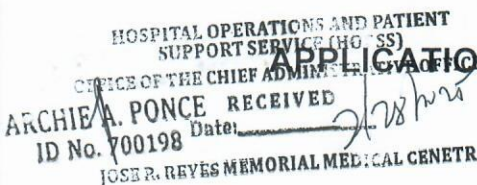
**WENCESLAO S. LLAUDERES, M.D., FPSNM, MPP-HG.**  
 Medical Center Chief II  
 Jose R. Reyes Memorial Medical Center  
 Rizal Avenue, Sta. Cruz, Manila
- b. Resume
- c. Fully accomplished Personal Data Sheet (CS Form 212-Revised 2017) downloadable at [csc.gov.ph](http://csc.gov.ph)
- d. Transcript of 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 THE SUBMISSION: MARCH 11, 2025**



Interested Applicants 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**

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

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



DOH FEB-28-2025 01:08PM

Date: February 28, 2025

NATIVIDAD R. SARMIENTO  
HRMO

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	ACCOUNTANT II	OSEC-DOHB-A2-360-2022	16	43560	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Department of Geriatric Medicine	
2	ADMINISTRATIVE AIDE III (DRIVER I)	OSEC-DOHB-AD3-199-2004	3	15852	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)	N/A	Engineering and Facilities Management Department	
3	ADMINISTRATIVE AIDE III (DRIVER I)	OSEC-DOHB-AD3-198-2004	3	15852	Elementary School Graduate	None required	None required	Professional Driver's License (MC No. 10, s. 2013-Cat. IV)	N/A	Engineering and Facilities Management Department	
4	ADMINISTRATIVE AIDE IV (MECHANICAL PLANT OPERATOR I)	OSEC-DOHB-AD4-152-2004	4	16833	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC No. 10, s. 2013-Cat. II)	N/A	Engineering and Facilities Management Department	
5	COOK I	OSEC-DOHB-COK1-12-1998	3	15852	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nutrition and Dietics Management Department	
6	COOK I	OSEC-DOHB-COK1-8-1998	3	15852	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nutrition and Dietics Management Department	
7	COOK I	OSEC-DOHB-COK1-6-1998	3	15852	Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013-Cat. III)	N/A	Nutrition and Dietics Management Department	
8	MEDICAL EQUIPMENT TECHNICIAN I	OSEC-DOHB-MEQ1-10-2015	6	18957	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Engineering and Facilities Management Department	
9	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQ2-35-2015	8	21448	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Engineering and Facilities Management Department	
10	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQ2-33-2015	8	21448	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Cardiovascular Unit	

11	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-30-2015	8	21448	Completion of relevant two years studies in college or completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Cardiovascular Unit
12	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQT2-5-1998	8	21448	Completion of relevant two years studies in college or completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC No. 10, s. 2013-Cat. II)	N/A	Cardiovascular Unit
13	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-27-2015	11	30024	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	N/A	Department of Pathology and Laboratories
14	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-75-2013	11	30024	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	N/A	Department of Pathology and Laboratories
15	MEDICAL TECHNOLOGIST II	OSEC-DOHB-MDTK2-39-1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Dermatology Department
16	NURSE I	OSEC-DOHB-NUR1-154-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
17	NURSE I	OSEC-DOHB-NUR1-103-2017	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
18	NURSE I	OSEC-DOHB-NUR1-41-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
19	NURSE I	OSEC-DOHB-NUR1-158-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
20	NURSE I	OSEC-DOHB-NUR1-129-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
21	NURSE I	OSEC-DOHB-NUR1-88-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
22	NURSE I	OSEC-DOHB-NUR1-104-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
23	NURSE I	OSEC-DOHB-NUR1-113-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
24	NURSE I	OSEC-DOHB-NUR1-77-2017	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
25	NURSE I	OSEC-DOHB-NUR1-118-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
26	NURSE I	OSEC-DOHB-NUR1-115-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
27	NURSE I	OSEC-DOHB-NUR1-76-2017	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
28	NURSE I	OSEC-DOHB-NUR1-50-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
29	NURSE II	OSEC-DOHB-NURS2-3127-2021	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
30	NURSE II	OSEC-DOHB-NURS2-3210-2021	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
31	NURSE II	OSEC-DOHB-NURS2-3203-2021	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service

32	NURSE II	OSEC-DOHB-NURRS2-3196-2021	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
33	NURSE II	OSEC-DOHB-NURRS2-3207-2021	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
34	NURSE III	OSEC-DOHB-NURRS3-27-1998	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
35	NURSE III	OSEC-DOHB-NURRS3-48-1998	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
36	NURSE III	OSEC-DOHB-NURRS3-126-2013	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
37	NURSING ATTENDANT II	OSEC-DOHB-NATT2-73-2013	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10-s, 2013-Cat. III)	N/A	Nursing Service
38	NURSING ATTENDANT II	OSEC-DOHB-NATT2-112-2013	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10-s, 2013-Cat. III)	N/A	Nursing Service
39	NURSING ATTENDANT II	OSEC-DOHB-NATT2-31-1998	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10-s, 2013-Cat. III)	N/A	Nursing Service
40	NURSING ATTENDANT II	OSEC-DOHB-NATT2-23-1998	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10-s, 2013-Cat. III)	N/A	Nursing Service
41	PHARMACIST IV	OSEC-DOHB-PH4-229-2010	20	62967	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Pharmacy Department
42	PHARMACIST V	OSEC-DOHB-PH5-237-2010	22	78162	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Pharmacy Department
43	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-14-2015	6	18957	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
44	PHYSICAL THERAPY TECHNICIAN I	OSEC-DOHB-PTT1-257-2014	6	18957	Completion of two years studies in college	None required	None required	Career Service Subprofessional/ First Level Eligibility	N/A	Department of Physical Medicine and Rehabilitation
45	RESPIRATORY THERAPIST I	OSEC-DOHB-RSTH1-218-2014	10	25586	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	N/A	Pulmonary Unit
46	SOCIAL WELFARE ASSISTANT	OSEC-DOHB-SOCWAS-16-2015	8	21448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	Medical Social Work Department
47	SOCIAL WELFARE ASSISTANT	OSEC-DOHB-SOCWAS-15-2015	8	21448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/ First Level Eligibility	N/A	Medical Social Work Department
48	SOCIAL WELFARE OFFICER I	OSEC-DOHB-SOCWO1-37-1998	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Work)	N/A	Medical Social Work Department
49	SOCIAL WELFARE OFFICER I	OSEC-DOHB-SOCWO1-40-1998	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Work)	N/A	Medical Social Work Department
50	SUPERVISING ADMINISTRATIVE OFFICER	OSEC-DOHB-SADOF-22-2013	22	78162	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/ Second Level Eligibility	N/A	Human Resource 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 13, 2025.

- 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).

3. Work Experience Sheet (CS Form 212 Attachment) which can be downloaded at [csc.gov.ph](http://csc.gov.ph);
4. Photocopy of Certificate of Eligibility/Rating/License (if applicable);
5. Photocopy of Transcript of Records and Diploma;
6. Photocopy of Certificate of Trainings (if applicable);
7. Performance rating in the **last rating period** (if applicable);
8. Certificate of Employment

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@jrmmc.gov.ph](mailto:recruitment@jrmmc.gov.ph)

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