

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.

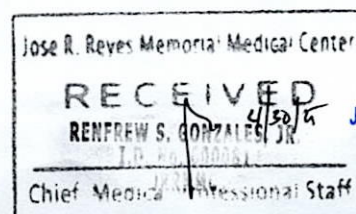
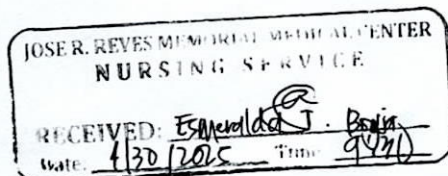
FOR NEW APPLICANTS:

- 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)

**QUALIFIED APPLICANTS ARE REQUIRED TO SUBMIT A
PHYSICAL COPY OF THEIR APPLICATION AT THE
HUMAN RESOURCE MANAGEMENT DEPARTMENT
(7TH FLOOR, CENTRAL BLOCK BUILDING)
BEFORE THE DEADLINE OF THE PUBLISHED VACANCIES**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE
ENTERTAINED**

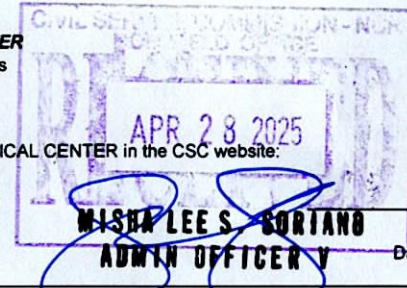
Deadline of submission: May 9, 2025



WENCESLAO S. LAO
APR 30 2025

JOHN ACEVEDO
4/30

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:

Natividad R. Sarmiento

NATIVIDAD R. SARMIENTO
HRMO

Date: April 28, 2025

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-ADA1-284-2004	1	14061	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 I (UTILITY WORKER I)	OSEC-DOHB-ADA1-299-2004	1	14061	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
3	ADMINISTRATIVE AIDE III (CLERK I)	OSEC-DOHB-ADA3-194-2004	3	15852	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service
4	ADMINISTRATIVE AIDE III (LABORER II)	OSEC-DOHB-ADA3-202-2004	3	15852	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
5	ADMINISTRATIVE AIDE III (LABORER II)	OSEC-DOHB-ADA3-203-2004	3	15852	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
6	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DOHB-ADA3-212-2004	3	15852	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
7	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DOHB-ADA3-37-2007	3	15852	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
8	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DOHB-ADA3-220-2004	3	15852	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
9	ADMINISTRATIVE AIDE III (UTILITY WORKER II)	OSEC-DOHB-ADA3-229-2004	3	15852	Must be able to read and write	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
10	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-116-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service
11	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-100-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	Finance Service
12	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-135-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
13	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-141-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
14	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-138-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
15	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-129-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
16	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-124-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS
17	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-142-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	N/A	HOPSS

18	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-140-20004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	HOPSS
19	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-133-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	HOPSS
20	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-102-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Finance Service
21	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-105-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Finance Service
22	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-118-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Finance Service
23	ADMINISTRATIVE AIDE IV (CLERK II)	OSEC-DOHB-ADA4-120-2004	4	16833	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility	N/A	Finance Service
24	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	OSEC-DOHB-ADA6-88-2004	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	Nutrition and Dietetics Management Department
25	ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	OSEC-DOHB-ADA6-90-2004	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	HOPSS
26	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-46-2004	8	21448	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 (Sub-professional)/First Level Eligibility	N/A	Finance Service
27	ADMINISTRATIVE ASSISTANT II	OSEC-DOHB-ADAS2-91-2014	8	21448	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 (Sub-professional)/First Level Eligibility	N/A	Finance Service
28	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-20-2013	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Finance Service
29	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-36-2014	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Finance Service
30	ADMINISTRATIVE OFFICER I	OSEC-DOHB-ADOF1-93-2015	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	N/A	Finance Service
31	ADMINISTRATIVE ASSISTANT III	OSEC-DOHB-ADAS3-21-2025	9	23226	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	N/A	Finance Service
32	ARCHITECT II	OSEC-DOHB-ARC2-7-2025	16	43560	Bachelor's degree in Architecture	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Engineering and Facilities Management Department
33	ATTORNEY III	OSEC-DOHB-ATY3-247-2010	21	70013	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Legal Unit
34	MECHANICAL PLANT SUPERVISOR II	OSEC-DOHB-MPS2-2-1998	13	34421	Bachelor's degree in Mechanical Engineering	None required	None required	RA 1080	N/A	Engineering and Facilities Management Department
35	MEDICAL EQUIPMENT TECHNICIAN II	OSEC-DOHB-MEQ2-22-2025	8	21448	Completion of relevant two years studies in college of 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	Dialysis Unit

36	MEDICAL SPECIALIST I (PART-TIME)	OSEC-DOHB-MDSPT1-53-1998	22	39081	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 relevant experience as Post Residency Fellow/Senior Resident or other related experience	RA 1080 (Physician)	N/A	Medical Service
37	MEDICAL SPECIALIST II	OSEC-DOHB-MDSP2-3-2025	23	87315	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)	N/A	Medical Service
38	MEDICAL SPECIALIST II (PART-TIME)	OSEC-DOHB-MDSPT2-175-1998	23	43657.5	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)	N/A	Medical Service
39	MEDICAL SPECIALIST III (PART-TIME)	OSEC-DOHB-MDSPT3-3-1998	24	49092.5	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)	N/A	Medical Service
40	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-17-2025	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
41	MEDICAL TECHNOLOGIST I	OSEC-DOHB-MDTK1-18-2025	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
42	MEDICAL TECHNOLOGIST III	OSEC-DOHB-MDTK3-9-2015	18	51304	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	N/A	Department of Pathology and Laboratories
43	MIDWIFE I	OSEC-DOHB-MDWF1-221-2014	9	23226	Completion of Midwifery Course	None required	None required	RA 1080	N/A	Nursing Service
44	MIDWIFE I	OSEC-DOHB-MDWF1-222-2014	9	23226	Completion of Midwifery Course	None required	None required	RA 1080	N/A	Nursing Service
45	MIDWIFE II	OSEC-DOHB-MDWF2-10-2025	11	30024	Completion of Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Nursing Service
46	NURSE I	OSEC-DOHB-NUR1-69-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Nursing Service
47	NURSING ATTENDANT I	OSEC-DOHB-NATT1-999-1998	4	16833	Elementary School Graduate	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	Nursing Service
48	NURSING ATTENDANT II	OSEC-DOHB-NATT2-63-2013	6	18957	Elementary School Graduate	None required	None required	None required (MC No. 10, s.2013-Cat. III)	N/A	Nursing Service
49	PHARMACIST I	OSEC-DOHB-PH1-16-2025	11	30024	Bachelor's degree in Pharmacy	None required	None required	RA 1080	N/A	Pharmacy Department
50	RESPIRATORY THERAPIST I	OSEC-DOHB-RSTH1-20-2025	10	25586	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	N/A	Pulmonary Unit
51	SOCIAL WELFARE OFFICER II	OSEC-DOHB-SOCWO2-6-1998	15	40208	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	N/A	Medical Social Work Department
52	SUPERVISING ADMINISTRATIVE OFFICER	OSEC-DOHB-SADOF-5-2025	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	Finance 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 May 9, 2025.

1. Application addressed to: WENCESLAO S. LLAUDERES, MD, FPSNM, MPM-HG
Medical Center Chief II
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. Work Experience Sheet (CS Form 212 Attachment) which can be downloaded at 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 Training/s (if applicable);
7. Performance rating in the last rating period (if applicable);
8. Certificate of Employment (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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.