

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
- 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: July 3, 2025

SARAH R. AGUAS
Administrative Officer IV
6/25/25

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 Soriano
MISHA LEE SORIANO
Administrative Officer V

Natividad R. Sarmiento
NATIVIDAD R. SARMIENTO
HRMO

Date:

June 20, 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 | 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 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-32-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 3 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-14-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 4 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-12-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 5 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-15-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 6 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-13-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 7 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-33-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 8 | OCCUPATIONAL THERAPIST I | OSEC-DOHB-OT1-31-2015 | 11 | 30024 | Bachelor's degree in Occupational Therapy | None required | None required | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 9 | OCCUPATIONAL THERAPIST II | OSEC-DOHB-OT2-23-2015 | 15 | 40208 | Bachelor's degree in Occupational Therapy | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 10 | OCCUPATIONAL THERAPIST II | OSEC-DOHB-OT2-24-2015 | 15 | 40208 | Bachelor's degree in Occupational Therapy | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 11 | OCCUPATIONAL THERAPIST II | OSEC-DOHB-OT2-1-1998 | 15 | 40208 | Bachelor's degree in Occupational Therapy | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 12 | OCCUPATIONAL THERAPIST II | OSEC-DOHB-OT2-2-1998 | 15 | 40208 | Bachelor's degree in Occupational Therapy | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 13 | OCCUPATIONAL THERAPIST II | OSEC-DOHB-OT2-22-2015 | 15 | 40208 | Bachelor's degree in Occupational Therapy | 4 hours of relevant training | 1 year of relevant experience | RA 1080 | N/A | Department of Physical Medicine and Rehabilitation |
| 14 | SPEECH THERAPIST II | OSEC-DOHB-STH2-11-2015 | 14 | 37024 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | N/A | Department of Physical Medicine and Rehabilitation |

| | | | | | | | | | | |
|----|---------------------|------------------------|----|-------|---------------------------------------|------------------------------|-------------------------------|---------------------------------------------------------|-----|----------------------------------------------------|
| 15 | SPEECH THERAPIST II | OSEC-DOHB-STH2-14-2015 | 14 | 37024 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | N/A | Department of Physical Medicine and Rehabilitation |
|----|---------------------|------------------------|----|-------|---------------------------------------|------------------------------|-------------------------------|---------------------------------------------------------|-----|----------------------------------------------------|

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 July 3, 2025.

1. Letter of 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);

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@irrmc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.