

Republic of the Philippines  
**JOSEABELLA 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 JOSEABELLA MEMORIAL MEDICAL CENTER in the CSC website:

**ESMERALDO T. ILEM, M.D.**

Head of Agency

Date: October 2, 2018

*[Handwritten signature]*

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 Assistant II	OSEC-DOHB-ADAS2-193-2004 OSEC-DOHB-ADAS2-201-2004 OSEC-DOHB-ADAS2-207-2004 OSEC-DOHB-ADAS2-209-2004 OSEC-DOHB-ADAS2-213-2004	8	16282	Completion of two years studies in College	Four hours of relevant training	One year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	-	Hospital Operations and Patient Support Service (for distribution)
2	Administrative Assistant I	Future Vacancies: OSEC-DOHB-ADAS1-47-2013 OSEC-DOHB-ADAS1-49-2013 OSEC-DOHB-ADAS1-65-2013 OSEC-DOHB-ADAS1-68-2013 OSEC-DOHB-ADAS2-71-2013 OSEC-DOHB-ADAS2-74-2013 OSEC-DOHB-ADAS2-75-2013 OSEC-DOHB-ADAS2-76-2013 OSEC-DOHB-ADAS2-78-2013	7	15254	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	-	Hospital Operations and Patient Support Service (for distribution)

3	Administrative Aide VI (Clerk III)	OSEC-DOHB-ADA6-453-2004 OSEC-DOHB-ADA6-454-2004 OSEC-DOHB-ADA6-455-2004 OSEC-DOHB-ADA6-456-2004 OSEC-DOHB-ADA6-472-2004 OSEC-DOHB-ADA6-474-2004 OSEC-DOHB-ADA6-475-2004 OSEC-DOHB-ADA6-476-2004 OSEC-DOHB-ADA6-477-2004 OSEC-DOHB-ADA6-478-2004 OSEC-DOHB-ADA6-479-2004 OSEC-DOHB-ADA6-480-2004 OSEC-DOHB-ADA6-481-2004 OSEC-DOHB-ADA6-488-2004 OSEC-DOHB-ADA6-489-2004	6	14340	Completion of two years studies in College	Four hours of relevant training	One year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	-	Hospital Operations and Patient Support Service (for distribution)
4	Administrative Aide IV (Clerk II)	Future Vacancies: OSEC-DOHB-ADA4-596-2004 OSEC-DOHB-ADA4-597-2004 OSEC-DOHB-ADA4-600-2004 OSEC-DOHB-ADA4-601-2004 OSEC-DOHB-ADA4-602-2004 OSEC-DOHB-ADA4-603-2004 OSEC-DOHB-ADA4-604-2004 OSEC-DOHB-ADA4-606-2004 OSEC-DOHB-ADA4-608-2004 OSEC-DOHB-ADA4-609-2004 OSEC-DOHB-ADA4-610-2004 OSEC-DOHB-ADA4-612-2004 OSEC-DOHB-ADA4-613-2004 OSEC-DOHB-ADA4-617-2004 Existing Vacancies: OSEC-DOHB-ADA4-625-2004 OSEC-DOHB-ADA4-659-2004 OSEC-DOHB-ADA4-672-2004	4	12674	Completion of two years studies in College	None required	None required	Career Service (Sub-Professional)/ First Level Eligibility	-	Hospital Operations and Patient Support Service (for distribution)

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 October 15, 2018.

1. 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);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records and Diploma
5. Photocopy of Updated PMA Card (for physicians);
6. Photocopy of Certificate of Employment/Certificate of Trainings and Seminars attended;
7. Photocopy of Certificate of Residency Training (for physicians);
8. Photocopy of Birth Certificate and Marriage Contract (for those who are married) and;
9. Two (2) Passport size pictures (colored, white background, formal attire)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**Ms. LALAINÉ T. TANOJA**

Supervising Administrative Officer

Dr. Jose Fabella Memorial Hospital, Lung Center Compound, Quezon City

[fabella\\_personnel@yahoo.com](mailto:fabella_personnel@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.