

REQUIREMENTS FOR APPLICATION FOR EMPLOYMENT

1. Handwritten application letter addressed to:

DR. ESMERALDO T. ILEM

Medical Center Chief II

Dr. Jose Fabella Memorial Hospital

Lope de Vega St., Sta. Cruz, Manila

2. Original and one clear photocopy of the following:
 - a. Transcript of Records/Form 137 or 138
 - b. College Diploma/High School Diploma
Diploma in Medicine (For Doctors)
 - c. Board Rating, Certificate of Eligibility & Board Certificate
 - d. Professional Regulation Commission ID Card – back to back
 - e. Philippine Medical Association ID Card (for Doctors) – back to back
 - f. Certificates of Trainings & Seminars attended (if any)
 - g. Certificate of Employment from previous/present employer (if any)
 - h. Certificate of Fellow/Diplomate (for Doctors)
3. Latest picture – passport size (colored, white background, formal attire) 2 copies
4. Community Tax Certificate (current year)
5. Resume, Personal Data Sheet
6. Birth Certificate & Marriage Contract (for those who are married) (duly authenticated by the Philippine Statistics Authority)

INCOMPLETE REQUIREMENTS WILL NOT BE ACCEPTED