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Republic of the Philippines
JOSE FABELLA 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 FABELLA MEMORIAL MEDICAL CENTER in the CSC website:

ESMERALDO T. ILEM, M.D.

Head of the Agency

Date: October 24, 2019

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	Medical Specialist II (Full-Time)	OSEC-DOHB-MDSP2-67-2013	23	73811	Doctor of Medicine with a certificate as Fellow and/or Diplomate of the rel. accredited specialty society and/or a doctor who passed the DOH Medical Specialist Exam	Eight hours of relevant training	Two years of progressively responsible experience as MS I or other related experience	RA 1080 (Physician)	-	Medical Service
2	Medical Officer IV (Fellowship Training)	OSEC-DOHB-MDOF4-137-2017	23	73811	Doctor of Medicine	Four hours of relevant training	One year of relevant experience	RA 1080 (Physician)	-	Comprehensive Family Planning Center
3	Radiologic Technologist IV	OSEC-DOHB-RT4-4-1998	20	51155	Bachelor of Science in Radiologic Technology	Sixteen hours of training in radiologic technology with special modalities undertaken within the last 5 years	Three years of experience as a Radiologic Technologist which shall include one year of experience in supervising departmental operations	RA 1080 (Radiologic Technologist)	-	Department of Radiology and Ultrasonography

4	Medical Technologist IV	OSEC-DOHB-MDTK4-13-2013	20	51155	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	Eight hours of relevant training	Two years of relevant experience	RA 1080 (Medical Technologist)	-	Department of Pathology and Laboratories
5	Nurse III (Future Vacancy)	OSEC-DOHB-NURS3-129-2013	17	36942	Bachelor of Science in Nursing	Four hours of relevant training	One year of relevant experience	RA 1080 (Nurse)	-	Nursing Service
6	Administrative Officer IV (Future Vacancy)	OSEC-DOHB-ADOF4-15-2013	15	30531	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Human Resource Management Department
7	Nurse II (Future Vacancy)	OSEC-DOHB-NURS2-169-1998	15	30531	Bachelor of Science in Nursing	Four hours of relevant training	One year of relevant experience	RA 1080 (Nurse)	-	Nursing Service
8	Nurse II (Future Vacancy)	OSEC-DOHB-NURS2-178-2013	15	30531	Bachelor of Science in Nursing	Four hours of relevant training	One year of relevant experience	RA 1080 (Nurse)	-	Nursing Service
9	Nurse II (Future Vacancy)	OSEC-DOHB-NURS2-443-2014	15	30531	Bachelor of Science in Nursing	Four hours of relevant training	One year of relevant experience	RA 1080 (Nurse)	-	Nursing Service
10	Midwife III	OSEC-DOHB-MDWF3-26-1998	13	25232	Completion of the Midwifery Course	Eight hours of relevant training	Two years of relevant experience	RA 1080 (Midwife)	-	Comprehensive Family Planning Center
11	Administrative Officer II (Future Vacancy)	OSEC-DOHB-ADOF2-31-2013	11	20754	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Health Information Management Department
12	Administrative Officer II (Future Vacancy)	OSEC-DOHB-ADOF2-32-2013	11	20754	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Hospital Operations and Patient Support Service
13	Administrative Officer II (Future Vacancy)	OSEC-DOHB-ADOF2-87-2004	11	20754	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Human Resource Management Department
14	Administrative Officer II (Future Vacancy)	OSEC-DOHB-ADOF2-88-2004	11	20754	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Human Resource Management Department

15	Administrative Officer II (Future Vacancy)	OSEC-DOHB-ADOF2-89-2004	11	20754	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Human Resource Management Department
16	Administrative Officer II (Future Vacancy)	OSEC-DOHB-ADOF2-90-2004	11	20754	Bachelor's degree	Four hours of relevant training	One year of relevant experience	Career Service (Professional)/2nd Level Eligibility	-	Human Resource Management Department
17	Food Service Supervisor II	OSEC-DOHB-FOSS2-1-1998	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/2nd Level Eligibility	-	Nutrition and Dietetics Department
18	Midwife II	OSEC-DOHB-MDWF2-21-1998	11	20754	Completion of the Midwifery Course	Four hours of relevant training	One year of relevant experience	RA 1080 (Midwife)	-	School of Midwifery
19	Midwife II	OSEC-DOHB-MDWF2-23-1998	11	20754	Completion of the Midwifery Course	Four hours of relevant training	One year of relevant experience	RA 1080 (Midwife)	-	School of Midwifery
20	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-79-2013	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
21	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-80-2013	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
22	Nurse I	OSEC-DOHB-NURS1-82-2013	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
23	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-89-2013	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
24	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-91-2013	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
25	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-557-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
26	Nurse I	OSEC-DOHB-NURS1-560-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
27	Nurse I	OSEC-DOHB-NURS1-562-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
28	Nurse I	OSEC-DOHB-NURS1-570-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
29	Nurse I	OSEC-DOHB-NURS1-575-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
30	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-579-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service

31	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-581-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
32	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-585-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
33	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-586-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
34	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-591-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
35	Nurse I (Future Vacancy)	OSEC-DOHB-NURS1-598-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
36	Nurse I	OSEC-DOHB-NURS1-620-1998	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)	-	Nursing Service
37	Statistician I (Future Vacancy)	OSEC-DOHB-STAT1-29-1998	11	20754	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/2nd Level Eligibility	-	Health Information Management Department
38	Administrative Officer I (Future Vacancy)	OSEC-DOHB-ADOF1-62-2004	10	19233	Bachelor's degree	None required	None required	Career Service (Professional)/2nd Level Eligibility	-	Health Information Management Department
39	Administrative Assistant III (Future Vacancy)	OSEC-DOHB-ADAS3-122-2004	9	17975	Completion of two years studies in college	Four hours of relevant training	One year of relevant experience	Career Service (Sub-Professional)/ First Level Eligibility	-	Procurement Department
40	Administrative Assistant II (Future Vacancy)	OSEC-DOHB-ADAS2-35-2013	8	16758	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)
41	Administrative Assistant II (Future Vacancy)	OSEC-DOHB-ADAS2-162-2014	8	16758	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)
42	Administrative Assistant II (Future Vacancy)	OSEC-DOHB-ADAS2-195-2014	8	16758	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)
43	Administrative Assistant II (Future Vacancy)	OSEC-DOHB-ADAS2-201-2004	8	16758	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)

44	Medical Laboratory Technician II	OSEC-DOHB-MLAB2-37-1998	8	16758	Completion of course at least 4 years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	Four hours of relevant training	One year of relevant experience	RA 1080 (Medical Laboratory Technician)	-	Department of Pathology and Laboratories
45	Medical Equipment Technician I	OSEC-DOHB-MEQT1-238-2014	6	14847	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	None required	None required	None required (MC 10 s. 2013 - Cat. II)	-	Engineering and Facilities Management Department
46	Medical Equipment Technician I	OSEC-DOHB-MEQT1-239-2014	6	14847	Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course	None required	None required	None required (MC 10 s. 2013 - Cat. II)	-	Engineering and Facilities Management Department
47	Cook II	OSEC-DOHB-COK2-14-1998	5	14007	Elementary School Graduate	None required	None required	None required (MC 10 s. 2013 - Cat. III)	-	Nutrition and Dietetics 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 November 8, 2019.

1. Handwritten application letter addressed to **Dr. ESMERALDO T. ILEM, Medical Center Chief II, Dr. Jose Fabella Memorial Hospital, Lope de Vega Street, Sta. Cruz, Manila;**
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. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license;
5. Photocopy of Transcript of Records and Diploma
6. Photocopy of Updated PMA Card (for physicians);
7. Photocopy of Certificate of Employment/Certificate of Trainings and Seminars attended;
8. Photocopy of Certificate of Residency Training (for physicians);
9. Photocopy of Birth Certificate and Marriage Contract (for those who are married) and;
10. 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. LALAIN T. TANOJA

Supervising Administrative Officer

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

fabella_personnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.