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: March 11, 2020

<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title, if applicable)</th>
<th>Plantilla Item No.</th>
<th>Salary/Job/Pay Grade</th>
<th>Monthly Salary</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
<th>Competency (if applicable)</th>
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<td>Medical Laboratory Technician III</td>
<td>OSEC-DOHB-MLAB3-14-2015</td>
<td>10</td>
<td>20219</td>
<td>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</td>
<td></td>
<td>Eight hours of relevant training</td>
<td>Two years of relevant experience</td>
<td>RA 1080 (Medical Laboratory Technician)</td>
<td>Department of Pathology and Laboratories</td>
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<td>50</td>
<td>Hospital Housekeeper</td>
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<td>8</td>
<td>17505</td>
<td>High School Graduate</td>
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<td>Four hours of relevant training</td>
<td>One year of relevant experience</td>
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<td>Hospital Operations and Patient Support Service</td>
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<td>Ward Assistant</td>
<td>OSEC-DOHB-WARDA-9-2019</td>
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<td>16458</td>
<td>Completion of two years studies in College</td>
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<td>None required</td>
<td>Career Service (Sub-Professional)/ First Level Eligibility</td>
<td>Hospital Operations and Patient Support Service (for distribution)</td>
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<td>Career Service (Sub-Professional)/ First Level Eligibility</td>
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<td>Career Service (Sub-Professional)/ First Level Eligibility</td>
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<td>Career Service (Sub-Professional)/ First Level Eligibility</td>
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<td>Career Service (Sub-Professional)/ First Level Eligibility</td>
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<td>Career Service (Sub-Professional)/ First Level Eligibility</td>
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<td>Medical Equipment Technician I</td>
<td>OSEC-DOHB-MEQT1-238-2014</td>
<td>6</td>
<td>15524</td>
<td>Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course</td>
<td>None required</td>
<td>None required, Career Service (Sub-Professional), First Level Eligibility</td>
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<td>Medical Equipment Technician I</td>
<td>OSEC-DOHB-MEQT1-239-2014</td>
<td>6</td>
<td>15524</td>
<td>Completion of relevant two years studies in College or Completion of relevant medical laboratory technician course</td>
<td>None required</td>
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<td>61</td>
<td>Administrative Aide IV (Clerk II)</td>
<td>OSEC-DOHB-ADA4-601-2004</td>
<td>4</td>
<td>13807</td>
<td>Completion of two years studies in College</td>
<td>None required</td>
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<td>Employment Level</td>
<td>Department</td>
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<td>OSEC-DOHB-ADA4-609-2004</td>
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<td>OSEC-DOHB-ADA4-626-2004</td>
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<td>13807</td>
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<td>OSEC-DOHB-ADA4-638-2004</td>
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<td>13807</td>
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<td>69</td>
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<td>OSEC-DOHB-ADA4-672-2004</td>
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<td>13807</td>
<td>High School Graduate or Completion of relevant vocational/trade course</td>
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<td>Hospital Operations and Patient Support Service (for distribution)</td>
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<td>70</td>
<td>Administrative Aide IV (Mechanic I)</td>
<td>OSEC-DOHB-ADA4-661-2004</td>
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<td>13807</td>
<td>High School Graduate or Completion of relevant vocational/trade course</td>
<td>None required</td>
<td>Mechanic (less than 250 volts) (MC 10 s. 2013-Cat. II)</td>
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<td>Administrative Aide III (Driver I) - Future Vacancy</td>
<td>OSEC-DOHB-ADA3-808-2004</td>
<td>3</td>
<td>13019</td>
<td>Elementary School Graduate</td>
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<td>Driver's License (MC 10 s. 2013-Cat. IV)</td>
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<td>Administrative Aide III (Utility Worker II)</td>
<td>OSEC-DOHB-ADA3-902-2004</td>
<td>3</td>
<td>13019</td>
<td>Must be able to read and write</td>
<td>None required</td>
<td>None Required (MC 10 s. 2013- Cat. III)</td>
<td>Hospital Operations and Patient Support Service (for distribution)</td>
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<td>73</td>
<td>Administrative Aide III (Utility Worker II)</td>
<td>OSEC-DOHB-ADA3-910-2004</td>
<td>3</td>
<td>13019</td>
<td>Must be able to read and write</td>
<td>None required</td>
<td>None Required (MC 10 s. 2013- Cat. III)</td>
<td>Hospital Operations and Patient Support Service (for distribution)</td>
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<td>74</td>
<td>Administrative Aide III (Utility Worker II)</td>
<td>OSEC-DOHB-ADA3-912-2004</td>
<td>3</td>
<td>12408</td>
<td>Must be able to read and write</td>
<td>None required</td>
<td>None Required (MC 10 s. 2013- Cat. III)</td>
<td>Hospital Operations and Patient Support Service (for distribution)</td>
<td></td>
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</tbody>
</table>
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 March 25, 2020:

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.