

Republic of the Philippines
AMANG' RODRIGUEZ 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 "AMANG' RODRIGUEZ MEMORIAL MEDICAL CENTER in the CSC website:")


RAMON H. LAGUSTAN
HRMO

Date: November 9, 2021

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	SUPERVISING ADMINISTRATIVE OFFICER	OSEC-DOHB-SADOF-67-2013	22	68415	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	HOPSS (Procurement)
2	NURSE II	OSEC-DOHB-NURS2-3820-2021	16	36628	Bachelor of Science in Nursing	4 hours relevant training	one year of relevant experience	R.A. 1080 (Nurse)	N/A	Nursing Service


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 30, 2021**

Qualified applicants are encourage to apply by scanning the QR Code or clicking the link <https://forms.gle/tNkB1JJGRT29qEKx7> attached which will direct the applicant to fill all required field of the position being applied.

ARMMC APPLICATION FORM



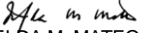
1. **Application letter addressed to:**


IMELDA M. MATEO, MD, MBAH, FPCP, FPCCP
Medical Center Chief II
Amang Rodriguez Memorial Medical Center
Sumulong Highway, Sto. Niño, Marikina City

Thru: **RAMON H. LAGUSTAN, MMHeA**
Supervising Administrative Officer
Human Resource Management Office

- Updated Personal Data Sheet (www.csc.gov.ph)
- Valid NBI Clearance
- Transcript of Records (School Authenticated)
- Diploma (School Authenticated)
- Authenticated copy of CSC Eligibility (if applicable)
- PSA Certified Birth Certificate
- Two (2) Copies PRC License and Board Rating duly certified and authenticated by the Professional Regulation Commission (if applicable)
- Relevant Trainings and Seminars attended after graduation
- Certificate of employment (if any)
- Certificate of Fellow/Diplomate (**for Medical Specialist applicants**)
- Certificate of Residency Training (**for Medical Officer IV applicants**)
- Clearance certificate from previous employment or copy of appointment and service records (if any)
- Latest (2) two performance rating period (**for promotion/transfer**)
- Appropriate MC 10 s 2013 certificate (if applicable)

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



IMELDA M. MATEO, MD, MBAH, FPCP, FPCCP

Medical Center Chief II

ARMMC, Sumulong Highway Sto. Niño, Marikina City

armmc.hrmo@gmail.com

EEOP Statement: All interested and qualified individuals, regardless of age, sex, sexual orientation, gender, civil status, disability, religion, ethnicity, and political affiliation are encouraged to apply.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.