

## REGION II TRAUMA AND MEDICAL CENTER



To: **ALL APPLICANTS**

Please be reminded of the following procedure during the submission of application:

1. Each applicant is required to submit the following documents.

Type of Applicants	Documentary Requirements	# of copies	Remarks
<b>A. Internal Applicants - refers to applicants within the Agency</b>			
	Letter of Intent	2	Position applied for must be specified including the the place of assignment <i>(ex. Medical Specialist III under Pathology Department)</i>  It must be addressed to: <b>NAPOLEON A. OBAÑA, MD, MHA, CEOVI</b> Medical Center Chief II Region II Trauma and Medical Center Bayombong, Nueva Vizcaya
	Duly Notarized Personal Data Sheet with Work Experience Sheet (CSC Form 212 revised 2017)	2	It can be downloaded from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>  Latest passport size photo with white background must be attached to the PDS.
	Photocopy of Certificate of Trainings, if any	1	
	RSP Form 2: Evaluation Form RSP Form 3: Reference Release RSP Form 4: Relative Checklist	1	It can be downloaded at <a href="http://riitmc.doh.gov.ph">riitmc.doh.gov.ph</a> under the Job Vacancy as of August 20, 2021.  These forms can be computerized or handwritten.  RSP Form 2 must be enclosed in sealed envelope and signed by the evaluator.

Type of Applicants	Documentary Requirements	# of copies	Remarks
<b>B. External Applicants - refers to applicants outside the Agency</b>			
	Letter of Intent	2	Position applied for must be specified including the the place of assignment <i>((ex. Medical Specialist III under Pathology Department))</i>  It must be addressed to: <b>NAPOLEON A. OBAÑA, MD, MHA, CEOVI</b> Medical Center Chief II Region II Trauma and Medical Center Bayombong, Nueva Vizcaya
	Notarized Personnal Data Sheet with Work Experience Sheet (CSC Form 212 revised 2017)	2	It can be downloaded from <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>  Latest passport size photo with white background must be attached to the PDS.
	Photocopy of Authenticated Documents: a.) Transcript of Records b.) Diploma  For CS Passers: c.) Certificate of Eligibilities  For RA 1080 Holders: d.) Board Rating e.) Valid PRC License  For Government Employees: f.) Service Record  For Private Employees: g.) Certificate of Employees  h.) Certificate of Tranings, if any  i.) Performance Rating for the last six (6) months	1	
	RSP Form 2: Evaluation Form RSP Form 3: Reference Release RSP Form 4: Relative Checklist	1	It can be downloaded at <a href="http://riitmc.doh.gov.ph">riitmc.doh.gov.ph</a> under the Job Vacancy as of August 20, 2021.  These forms can be computerized or handwritten.  RSP Form 2 must be enclosed in sealed envelope and signed by the evaluator upon submission to HRMO.

2. **Internal applicants** are required to submit their application requirements directly to the HRM Office through face-to-face except for those in the COVID Ward.

3. **External Applicants** shall submit their applications via email at [r2tmc.recruitment@gmail.com](mailto:r2tmc.recruitment@gmail.com). Only PDF files will be accepted and arrangement of scanned document must be in accordance to the above list. **Walk in submission shall not be allowed.**

4. Late submission of application / request for extension of submission and applicants with INCOMPLETE documents will not be entertained.

Deadline of submission will be as follows:

- Internal Applicants : **August 27, 2021** at exactly 4:00 in the afternoon
- External Applicants: **August 30, 2021** at exactly 4:00 in the afternoon

5. For face-to-face transactions, please observe the following during submission of requirements:

- Wear your face mask and face shield.
- Bring your own ballpen and alcohol.
- Maintain social distancing.

6. R2TMC encourages application from qualified interested persons, including pregnant women, persons with disabilities, members of indigenous communities and those from any sexual orientation, gender identity and expression (SOGIE).

**JANIS M. BORJA, MPA, MBA**  
*Supervising Administrative Officer, HRMS*

## SUMMARY OF VACANT POSITIONS

### Medical Division

<b># of Pos.</b>	<b>Position Title</b>	<b>SG</b>	<b>Place of Assignment</b>
1	Medical Specialist III	24	Department of Pathology
1	Medical Specialist III	24	Department of Radiology
1	Medical Specialist III	24	Clinical Department - Anesthesiology
1	Medical Specialist III	24	Clinical Department - Family and Community Medicine
1	Medical Specialist III	24	Clinical Department – OB-Gyne
1	Medical Specialist III	24	Clinical Department – Ortho (ENT)
1	Medical Specialist III	24	Clinical Department – Pediatrics
1	Medical Specialist III	24	Special Care Area – Heart Station
1	Medical Specialist III	24	Special Care Area – Infection Control
1	Medical Specialist III	24	Special Care Area - Neonatal
<b>10</b>	<b>Total</b>		