

Republic of the Philippines
REGION II TRAUMA AND 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 REGION II TRAUMA AND MEDICAL CENTER in the CSC website:

JANIS M. BORJA, MPA, MBA
Supervising Administrative Officer

Date: January 26, 2023

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Radiologic Technologist III	OSEC-DOHB-RT3-120008-2015	18	46725	Bachelor of Science in Radiologic Technology	Eight (8) hours of training in radiologic technology with special modalities undertaken within the last five (5) years	Two (2) years of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed. Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards. Respecting and Caring of Patients (Intermediate): Caters to patients' needs.	Medical Division (Department of Radiology)
2	Radiologic Technologist III	OSEC-DOHB-RT3-120013-2022	18	46725	Bachelor of Science in Radiologic Technology	Eight (8) hours of training in radiologic technology with special modalities undertaken within the last five (5) years	Two (2) years of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed. Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards. Respecting and Caring of Patients (Intermediate): Caters to patients' needs.	Medical Division (Department of Radiology)

3	Medical Technologist II	OSEC-DOHB-MDTK2-120186-2021	15	36619	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	Four (4) hours of relevant training within the last five (5) years	One (1) year of relevant experience	RA1080	<p>Attention to Details (Intermediate): Sets-up procedures to ensure quality work.</p> <p>Data Recording and Reporting (Intermediate): Follows protocol and confidentiality of records and data.</p> <p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed.</p> <p>Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles.</p> <p>People Management (Intermediate): Implements rigorous people management practices.</p> <p>Respecting and Caring for Patients (Intermediate): Caters to patients' needs.</p>	Medical Division (Anatomic and Clinical Laboratory)
4	Radiologic Technologist II	OSEC-DOHB-RT2-120010-2015	15	36619	Bachelor of Science in Radiologic Technology	Four (4) hours of training in radiologic technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	<p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed.</p> <p>Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles.</p> <p>Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services.</p> <p>Records Management (Intermediate): Complies to records management standards.</p> <p>Respecting and Caring of Patients (Intermediate): Caters to patients' needs.</p>	Medical Division (Department of Radiology)
5	Radiologic Technologist II	OSEC-DOHB-RT2-120020-2015	15	36619	Bachelor of Science in Radiologic Technology	Four (4) hours of training in radiologic technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	<p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed.</p> <p>Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles.</p> <p>Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services.</p> <p>Records Management (Intermediate): Complies to records management standards.</p> <p>Respecting and Caring of Patients (Intermediate): Caters to patients' needs.</p>	Medical Division (Department of Radiology)
6	Radiologic Technologist II	OSEC-DOHB-RT2-120021-2015	15	36619	Bachelor of Science in Radiologic Technology	Four (4) hours of training in radiologic technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	<p>Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management.</p> <p>Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed.</p> <p>Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles.</p> <p>Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services.</p> <p>Records Management (Intermediate): Complies to records management standards.</p> <p>Respecting and Caring of Patients (Intermediate): Caters to patients' needs.</p>	Medical Division (Department of Radiology)

7	Radiologic Technologist II	OSEC-DOHB-RT2-120029-2013	15	36619	Bachelor of Science in Radiologic Technology	Four (4) hours of training in radiologic technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed. Operating Medical, Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles. Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards. Respecting and Caring of Patients (Intermediate): Caters to patients' needs.	Medical Division (Department of Radiology)
8	Medical Technologist I	OSEC-DOHB-MDTK1-120195-2019	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA1080	Attention to Details (Intermediate): Sets-up procedures to ensure quality work Data Recording and Reporting (Intermediate): Follows protocol and confidentiality of records and data. Energy to Work (Intermediate): Completes simultaneous asks effectively. Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles. Process Management (Intermediate): Breaks down and refines established processes for enhancement and improvement.	Medical Division (Anatomic and Clinical Laboratory)
9	Medical Technologist I	OSEC-DOHB-MDTK1-120220-2021	11	27000	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA1080	Attention to Details (Intermediate): Sets-up procedures to ensure quality work Data Recording and Reporting (Intermediate): Follows protocol and confidentiality of records and data. Energy to Work (Intermediate): Completes simultaneous asks effectively. Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles. Process Management (Intermediate): Breaks down and refines established processes for enhancement and improvement.	Medical Division (Anatomic and Clinical Laboratory)
10	Radiologic Technologist I	OSEC-DOHB-RT1-120001-1998	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards Respecting and Caring of Patients (Intermediate): Caters to patients' needs	Radiology Department

11	Radiologic Technologist I	OSEC-DOHB-RT1-120005-2014	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards Respecting and Caring of Patients (Intermediate): Caters to patients' needs	Radiology Department
12	Radiologic Technologist I	OSEC-DOHB-RT1-120058-2013	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards Respecting and Caring of Patients (Intermediate): Caters to patients' needs	Radiology Department
13	Radiologic Technologist I	OSEC-DOHB-RT1-120205-2019	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards Respecting and Caring of Patients (Intermediate): Caters to patients' needs	Radiology Department
14	Radiologic Technologist I	OSEC-DOHB-RT1-120206-2019	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards Respecting and Caring of Patients (Intermediate): Caters to patients' needs	Radiology Department

15	Radiologic Technologist I	OSEC-DOHB-RT1-120207-2019	11	27000	Bachelor of Science in Radiologic Technology	None required	None required	RA 1080 (Radiologic Technologist)	Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Equipment, Materials and Supplies Management (Intermediate): Checks if procurement procedures were properly followed Operating Medical Machines, Equipment and Tools (Intermediate): Runs and handles medical machinery and tools within-depth understanding of underlying principles Providing Support and Services (Intermediate): Manages expectations of team members in delivering support services. Records Management (Intermediate): Complies to records management standards Respecting and Caring of Patients (Intermediate): Caters to patients' needs	Radiology Department
16	Medical Laboratory Technician III	OSEC-DOHB-MLAB3-120232-2021	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	Eight (8) hours of relevant training within the last five (5) years	Two (2) years of relevant experience	RA 1080 (Medical Laboratory Technician)	Data Recording and Reporting (Basic): Documents and records data following a set of standards. Operating Medical Machines, Equipment and Tools (Basic): Runs medical machinery and handles tools with basic knowledge of underlying principles. Respecting and Caring for Patients (Basic): Exhibits concern to patients. Scientific Review Management (Basic): Conducts preliminary assessment of proposals.	Medical Division (Anatomic and Clinical Laboratory)
17	Medical Laboratory Technician III	OSEC-DOHB-MLAB3-120234-2021	10	23176	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	Eight (8) hours of relevant training within the last five (5) years	Two (2) years of relevant experience	RA 1080 (Medical Laboratory Technician)	Data Recording and Reporting (Basic): Documents and records data following a set of standards. Operating Medical Machines, Equipment and Tools (Basic): Runs medical machinery and handles tools with basic knowledge of underlying principles. Respecting and Caring for Patients (Basic): Exhibits concern to patients. Scientific Review Management (Basic): Conducts preliminary assessment of proposals.	Medical Division (Anatomic and Clinical Laboratory)

18	Respiratory Therapist I	OSEC-DOHB-RSTH1-120009-2015	10	23176	Bachelor's degree in Respiratory Therapy	None required	None required	RA 1080	Care Management (Intermediate): Identifies CM services suitable to the needs of the population or patients. Case Management (intermediate): Guides and informs clients throughout the process. Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Medical Knowledge (Intermediate): Integrates physical exams and ancillary studies to form diagnosis. Patient-Centered Care (Intermediate): Defines the patient care treatment required and provides intervention essential to the circumstance and situation.	Medical Division (Respiratory Unit)
19	Respiratory Therapist I	OSEC-DOHB-RSTH1-120043-2014	10	23176	Bachelor's degree in Respiratory Therapy	None required	None required	RA 1080	Care Management (Intermediate): Identifies CM services suitable to the needs of the population or patients. Case Management (intermediate): Guides and informs clients throughout the process. Diversity Management (Intermediate): Organizes and coordinates programs and activities relevant to diversity management. Medical Knowledge (Intermediate): Integrates physical exams and ancillary studies to form diagnosis. Patient-Centered Care (Intermediate): Defines the patient care treatment required and provides intervention essential to the circumstance and situation.	Medical Division (Respiratory Unit)
20	Physical Therapy Technician I	OSEC-DOHB-PTT1-120013-2015	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Data Recording and Reporting (Basic): Documents and records data following a set of standards. Energy to Work (Basic): Works on extended hours to meet work demands. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision.	Medical Division (Pulmonary/Respiratory Unit)
21	Physical Therapy Technician I	OSEC-DOHB-PTT1-120030-2014	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Data Recording and Reporting (Basic): Documents and records data following a set of standards. Energy to Work (Basic): Works on extended hours to meet work demands. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision.	Medical Division (Pulmonary/Respiratory Unit)
22	Physical Therapy Technician I	OSEC-DOHB-PTT1-120031-2014	6	17553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Data Recording and Reporting (Basic): Documents and records data following a set of standards. Energy to Work (Basic): Works on extended hours to meet work demands. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision.	Medical Division (Pulmonary/Respiratory Unit)

23	Laboratory Aide II	OSEC-DOHB-LABA2-120026-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Diversity Management (Basic): Translates understanding of diversity into administrative support. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision. Providing Support and Services (Basic): Delivers support services on time.	Medical Division (Anatomic and Clinical Laboratory)
24	Laboratory Aide II	OSEC-DOHB-LABA2-120378-2021	4	15586	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Computer Skills (Basic): Applies MS Office applications, email system of DOH; handles installation and removal of programs and hardware. Diversity Management (Basic): Translates understanding of diversity into administrative support. Managing Work (Basic): Ensures own tasks are completed. Patient-Centered Care (Basic): Displays the basics of patient care and ethical consideration with supervision. Providing Support and Services (Basic): Delivers support services on time.	Medical Division (Anatomic and Clinical Laboratory)

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 **February 16, 2023**.

1. R2TMC fully implements the Equal Employment Opportunity Policy, hence all interested applicants, regardless of age, sexual orientation, gender, disability, ethnicity, religion and political affiliation who meet the requirements may submit their **Letter of Intent** with **their application portfolio, properly labelled and with tabs addressed to** with the following order of supporting documents :

RAY P. SUANDING, MD, MHA, FPCP, FPCCP
 Medical Center Chief II
 Region II Trauma and Medical Center
 Bayombong, Nueva Vizcaya

Thru: **JANIS M. BORJA, MPA, MBA**
 Supervising Administrative Officer
 Human Resource Management Section
 Bayombong, Nueva Vizcaya

- a. Duly signed **Letter of Intent**;
- b. CSC Form 212 Revised 2017 - **Personal Data Sheet** with **Work Experience Sheet** (duly notarized) Note: use long bond paper, back to back (www.csc.gov.ph download forms)
- c. Photocopy of Authenticated(Certified True Copy) **Transcript of Records (TOR), Diploma**
- d. Photocopy of Authenticated(Certified True Copy) Certificate/s of **Eligibility/Rating/ License**, if any;
- e. Photocopy of Employment Record: **Certificate of Employment** (Private Employees), **Service Record** (Government Employees)
- f. Photocopy of **Certificate of Trainings** for the last five (5) years
- g. Previous **Performance Rating** (last rating period)

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

JANIS M. BORJA, MPA, MBA

Supervising Administrative Officer, HRMO

Region II Trauma and Medical Center

Brgy. Magsaysay, Bayombong, Nueva Vizcaya

email address: r2tmc.recruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.