

Republic of the Philippines  
**NATIONAL KIDNEY AND TRANSPLANT INSTITUTE**  
 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 NATIONAL KIDNEY AND TRANSPLANT INSTITUTE in the CSC website:

ATTY. JING-JING S. ROMERO

HRMO

Date: May19, 2021

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	DEPARTMENT MANAGER III	16, 212	26	₱111,742.00	Masteral Degree or its equivalent	120 hours of supervisory/management learning and development intervention	5 years of supervisory /management experience	Career Service Professional relevant eligibility for 2nd level position/ RA 1080	Building collaborative, inclusive working relationships, managing performance and coaching for results, leading change, thinking dstrategically and creatively, creating and nurturing a high performing organization (Level Advance)	Office of the DED for Medical Services/Nursing Services

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 May. 31, 2021

1. 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**Atty. JING-JING S. ROMERO**

Chief, Human Resource Management Division

East Avenue, Quezon City

[recruitmenthrmd.nkti@gmail.com](mailto:recruitmenthrmd.nkti@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.