

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 (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	ACCOUNTANT I	260-1	12	₱26,052.00	Bachelor's degree in commerce/ Business administration major in accounting	None required	None required	RA 1080	N/A	Office of the DED for Hospital Support Services
2	ADMINISTRATIVE AIDE IV	179-3	4	₱14,400.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Medical Services
3	ADMINISTRATIVE AIDE IV (DRIVER II)	317-8,9	4	₱14,400.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Hospital Support Services
4	ADMINISTRATIVE AIDE VI (CLERK III)	313-9,10,11,12,13,14	6	₱16,200.00	Completion of Two years studies in college	None required	None required	CS Sub-Professional / 1st level Eligibility	N /A	Office of the DED for Hospital Support Services
5	ADMINISTRATIVE AIDE VI (STOREKEEPER II)	313-16	6	₱16,200.00	Completion of Two years studies in college	None required	None required	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
6	ADMINISTRATIVE ASSISTANT I	76,142,222, 230, 244, 255,290	7	₱17,179.00	Completion of Two years studies in college	None required	None required	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Medical Services
7	ADMINISTRATIVE ASSISTANT II	13-1,2, 27-3,4, 275, 287-1,370-1,2	8	₱18,251.00	Completion of Two years studies in college	4 hrs relevant training	1 year of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of Executive Director, DED for Hospital Support Services, Nursing Services, Medical Services, Educ. Training & Research Servcs.
8	ADMINISTRATIVE ASSISTANT III	228, 308-2, 308-3	9	₱19,593.00	Completion of Two years studies in college	4 hrs relevant training	1 year of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of Executive Director, DED for Hospital Support Services, Nursing Services, Medical Services, Educ. Training & Research Servcs.

9	ADMINISTRATIVE OFFICER I	250	11	₱23,877.00	Bachelor's degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of Executive Director, DED for Hospital Support Services, Nursing Services, Medical Services, Educ. Training & Research Servcs.
10	ADMINISTRATIVE OFFICER II	10-2,	15	₱33,575.00	Bachelor's degree	4 hrs relevant training	1 year of relevant experience	CS Professional 2nd level eligibility	N/A	Office of Executive Director, DED for Hospital Support Services, Nursing Services, Medical Services, Educ. Training & Research Servcs.
11	ADMINISTRATIVE OFFICER III	280,	18	₱43,681.00	Bachelor's degree	8 hrs relevant training	2 years of relevant experience	CS Professional 2nd level eligibility	N/A	Office of Executive Director, DED for Hospital Support Services, Nursing Services, Medical Services, Educ. Training & Research Servcs.
12	ASSISTANT INFORMATION OFFICER I	369	8	₱18,251.00	Completion of Two years studies in college	4 hrs relevant training	1 year of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
13	ATTORNEY III	9	21	₱60,901.00	Bachelor of Law	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the Executive Director
14	BOOKKEEPER	262-1,9,10,11,	8	₱18,251.00	Completion of Two years studies in college	4 hrs relevant training	1 year of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
15	BUDGET OFFICER II	265	15	₱33,575.00	Bachelor's degree relevant to the job	8 hrs relevant training	2 years of relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
16	BUDGETING AIDE	268	4	₱14,400.00	Completion of Two years studies in college	None required	None required	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
17	BUYER III	327-2,3,4	9	₱19,593.00	Completion of Two years studies in college	4 hrs relevant training	1 year of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
18	BUYER IV	326- 1,	11	₱23,877.00	Completion of Two years studies in college	8 hrs relevant training	2 years of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
19	BUYER V	325	13	₱28,276.00	Completion of 2 years studies in college	16 hours of relevant training	3 years relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
20	CHEF	346	11	₱23,877.00	High School Graduate	8 hrs relevant training	2 years of relevant experience	None Required	N/A	Office of the DED for Hospital Support Services
21	CLERK III	14-3,4, 39-1,2,- 54 - 61- 67- 73- 92-,3,5, 94- 107- 25,6,8,9,10,11,12,13,14,15,16,17,18,148-,2,153, 159-1,10, 200- 209- ,6,7,8,9,10,11,12,13,14, 224-5, 8,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33, 34,35,36,37,38,39,40,41,42,43,44,45,46, 237-5,6,7,8, 242-,2, 247, 251,, 288- ,21,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,297-1, 338, 349, 359-1,2, - 371- 9,10,11,12,13,14,15,	6	₱16,200.00	Completion of Two years studies in college	None required	None required	CS Sub-Professional / 1st level Eligibility	N /A	Office of Executive Director, DED for Hospital Support Services, Nursing Services, Medical Services, Educ. Training & Research Servcs.
22	COMPUTER PROGRAMMER I	37-1,2,3,4,5	11	₱23,877.00	Bachelor's degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the Executive Director

23	ELECTRICAL INSPECTOR II	310	8	₱18,251.00	High School Graduate with relevant Vocational/Trade course	4 hrs relevant training	1 year of relevant experience	Electrician (Building Wiring) (-250 volts) MC II s' 1996 cath 1	N/A	Office of the DED for Hospital Support Sevices
24	ENGINEER II	302-2	16	₱36,628.00	Bachelor's degree in engineering relevant to the job	4 hrs relevant training	1 year of relevant experience	RA 1080	N/A	Office of the DED for Hospital Support Sevices
25	FOOD SERVER	352-1,2,3,4,5,6,7,8,9,10,	4	₱14,400.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Hospital Support Sevices
26	HEALTH PHYSICIST III	163-1, 2- 173-	22	₱68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Sevices
27	HUMAN RESOURCE MANAGEMENT OFFICER I	294-1,3	11	₱23,877.00	Bachelor's Degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Sevices
28	INFORMATION OFFICER II	366	15	₱33,575.00	Bachelor's Degree	4 hrs relevant training	1 year of relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Sevices
29	INFORMATION OFFICER III	21	18	₱43,681.00	Bachelor's Degree	8 hrs relevant training	2 years of relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
30	INFORMATION SYSTEMS ANALYST II	32-2	16	₱36,628.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
31	INTERNAL AUDITOR I	6	11	₱23,877.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
32	INTERNAL AUDITOR IV	3	22	₱68,415.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
33	MEDICAL LABORATORY TECHNICIAN I	120-2	6	₱16,200.00	BS Medical Technology	None required	None required	RA 1080	N/A	Office of the DED for Medical Services
34	MEDICAL LABORATORY TECHNICIAN II	119-1,2,3,4	8	₱18,251.00	BS Medical Technology	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the DED for Medical Services
35	MEDICAL LABORATORY TECHNICIAN III	118-1,2,3	10	₱21,205.00	BS Medical Technology	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Office of the DED for Medical Services
36	MEDICAL OFFICER III	53-1,2,3,4,5,6,7,8,9,..... 59-1, 2,3,4,5,6..... 66-1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,..... 72-1,2,3,4,5,6,7,8,9,10,11,12,13,14,..... 81-1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,.... 99... 104-1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,..... 113-1,2, .... 125..... 147-1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,..... 165-1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17..... 174-1,2,3,4,5,6,7,8,9,10,..... 194-1,2,3,4,5,6,7,8,9,..... 199-1,2,3,4,5,6,7.....	21	₱60,901.00	Doctor of Medicine	None Required	None required	RA 1080	N/A	Office of the DED for Medical Services
37	MEDICAL SERVICES TECHNICIAN I	91-5,7	6	₱16,200.00	Completion of 2 years studies in college	None required	None required	MC 11, s. 1996 Cath II	N/A	Critical and Special care Department
38	MEDICAL SERVICES TECHNICIAN II	90-2,7,8,9, 221-2	8	₱18,251.00	Two years studies in college	4hrs relevant training	One (1) years relevant experience in operation / repair/maintence of medical equipment or other related work	MC 11, s. 1996 Cath II	N /A	Critical and Special care Department

39	MEDICAL SERVICES TECHNICIAN III	60-	11	₱23,877.00	Completion of two years college studies relevant to the job or undergone a relevant post secondary or required training	8hrs relevant training	Two (2) years relevant experience in operation / repair/maintenance of medical equipment or other related work	MC 11, s. 1996 Cath II	N /A	Office of the DED for Medical Services
40	MEDICAL SPECIALIST I	52-1,2,58, 65-1,80-2,98, 112, 135-2, 193-2, 198,	22	₱68,415.00	Doctor of Medicine	4 hrs relevant training	1 year of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
41	MEDICAL SPECIALIST II	44, 51-2, 57, 70-2, 123, 151, 64-3, 79, 145-1, 172, 102, 134, 145-2,3, 181, 192, 197	23	₱76,907.00	Doctor of Medicine	4 hrs relevant training	1 year of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
42	MEDICAL SPECIALIST III	63, 122, 133, 150, 56, 50, 96, 110, 191,196, 144-2, 161	24	₱86,742.00	Doctor of Medicine	8 hrs relevant training	2 years of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
43	MEDICAL SPECIALIST IV	49, 55, 68, 93, 95, 121, 132, 143, 149, 160, 171, 180, 190, 195, 62, 43, 109	25	₱98,886.00	Doctor of Medicine	8 hrs relevant training	2 years of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
44	MEDICAL TECHNOLOGIST I	117-12, 129-2,10, 139-1,2,3,10, 11,	11	₱23,877.00	Bachelor's Degree in Medical Technology	None Required	None Required	RA 1080	N /A	Office of the DED for Medical Services
45	MEDICAL TECHNOLOGIST II	128-1, 138-7,8, 184, 116-12,13	15	₱33,575.00	Bachelor's Degree in Medical Technology	4 HRs relevant training	1 year relevant experience	RA 1080	N /A	Office of the DED for Medical Services
46	NURSE I	207-2,3,8,10,12,13,14,15,16,17,18,19, 21, 22, 23, 24, 25, 26,27,28,41,49,61,63 219-1, 2,3,4,5,6,7,8,9,10,11,12, 13,14,19,21,22,28,43,73,74,75,76,77,78,.....206-2,5,8,12,14,22,29,31,32,34,35,39,41, 42,52,55,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78 ,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115 ,116,117,118,119,120,121,122,123,124,125,126,127,128,129,130,131,132,133,134,135,136,137,138,139,140,141,142,143,144,145,146 ,147,148,149,150,151,152,153,154,156,157,158,159,160,161,162,163,164,165,166,167,168,169,170,171,172,173,174,175,176,177,178 ,179,180,181,182,183,, ..216-3,7,18, 25,27,30,32, 34, 39, 43, 44, 60, 62, 64, 67, 72, 75, 88, 91, 94, 97, 98, 106, 110, 116, 119, 137, 138, 139, 140,141,142,143,144,145,146,147,148,149,150,151,152,153,154,155,156,157,158,159,160,161,162,163,164,165,166,167,168,169,170, 171,172,173,174,175,176,177,178,179,180,181,182,183	15	₱33,575.00	Bachelor's Degree in Nursing	None Required	None Required	RA 1080	N /A	Office of the Deputy Executive Director for Nursing Services
47	NURSE II	204-2, 205-8, 9,11,12,13,14,15, 215-4,7..	17	₱39,986.00	Bachelor's Degree in Nursing	4 hrs relevant training	1 year relevant experience	RA 1080	N /A	Office of the Deputy Executive Director for Nursing Services
48	NURSE III	214 - 1,2,3..	19	₱48,313.00	Bachelor's Degree in Nursing	4 hrs relevant training	1 year relevant experience	RA 1080	N /A	Office of the Deputy Executive Director for Nursing Services
50	NURSING ATTENDANT I	226-39	4	₱14,400.00	High School Graduate	None required	None required	MC 11, s. 1996 Cath II		

51	NURSING ATTENDANT II	210-38, 225-3	6	₱16,200.00	Elementary School Graduate	None required	None required	None Required	N/A	Office of the Deputy Executive Director for Nursing Services
52	NUTRITIONIST-DIETICIAN II	345-2	15	₱33,575.00	Bachelor's Degree major in Nutrition & Dietetics	1 year of relevant experience	4 hours of relevant training	RA 1080	N/A	Office of the DED for Hospital Support Services
53	NUTRITIONIST-DIETICIAN III	344 - 2	18	₱43,681.00	Bachelor's Degree major in Nutrition & Dietetics	8 hrs relevant training	2 years relevant experience	RA 1080	n/a	Office of the DED for Hospital Support Services
54	PHARMACIST I	357 - 2	11	₱23,877.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080	N/A	Office of the DED for Hospital Support Services
55	PHARMACIST III	355-2	18	₱43,681.00	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	n/a	Office of the DED for Hospital Support Services
56	PHYSICAL THERAPIST I	88-1,9,10,11,,	11	₱23,877.00	Bachelor's Degree in Physical Therapy	None required	None required	RA 1080	N/A	Office of the DED for Medical Services
57	PLANNING OFFICER II	22	15	₱33,575.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
58	PUBLIC RELATIONS OFFICER III	20	18	₱43,681.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
59	RADIOLOGIC TECHNOLOGIST I	169-12	11	₱23,877.00	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080		
60	RADIOLOGIC TECHNOLOGIST II	168 - 5,7,8,	15	₱33,575.00	Bachelor's degree in Radiologic Technology	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Office of the DED for Medical Services
61	RECORDS OFFICER I	295-1 , 236-1, 3	10	₱21,205.00	Bachelor's degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
62	RECORDS OFFICER II	235-2	14	₱30,799.00	Bachelor's degree	4 hrs relevant training	1 year relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
63	RECORDS OFFICER III	232	18	₱43,681.00	Bachelor's degree	8 hrs relevant training	2 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
64	RESPIRATORY THERAPIST I	89-1,2,10,11,12,13,14,15, 16, 17, 18	10	₱21,205.00	Bachelor's degree relevant to the job	None required	None required	RA 1080	N/A/	Office of the DED for Medical Services
65	STATISTICIAN III	233	18	₱43,681.00	Bachelor's degree	8 hrs relevant training	2 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
66	STOREKEEPER II	339-6,7,8, 350	6	₱16,200.00	Completion of two years in college	None required	None required	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
67	STOREKEEPER IV	358	11	₱23,877.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	CS Sub-Professional / 1st level Eligibility	N/A/	Office of the DED for Hospital Support Services
68	SUPERVISING HEALTH PROGRAM OFFICER	8	22	₱68,415.00	Bachelor's degree	16 hrs relevant training	3 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
69	SUPPLY OFFICER II	217,	14	₱30,799.00	Bachelor's degree	4 hrs relevant training	1 year relevant experience	CS Professional 2nd level eligibility	N/A	Office of DED for Nursing Services
70	SUPPLY OFFICER III	323	18	₱43,681.00	Bachelor's degree	8 hrs relevant training	2 years relevant experience	CS Professional 2nd level eligibility	n/a	Office of the DED for Hospital Support Services

71	TRAINING SPECIALIST II	246	15	₱33,575.00	Bachelor's degree	4 hrs relevant training	1 year relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Education Training & Research Services
72	TRANSPLANT COORDINATOR I	46 - 4, 5,	16	₱36,628.00	Bachelor's degree relevant to the job	16 hours of relevant training / administrative/ proficiency/ skills development	2 years of experience in cadaver organ retrieval effort, handling transplant records or related work	Career Service Professional relevant eligibility for 2nd level position/ RA 1080	N/A	Office of the DED for Medical 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.