

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:

October 15, 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	340	26	₱111,742.00	Masteral Degree or its equivalent	120 hrs of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory management experience	Career Service Professional/Second Level Eligibility	Building collaborative, inclusive working relationships, Manageing Performance and coaching for results, leading change, thinking strategically and creatively, creating and nurturing a high performing organization (Level Advance)	Ancillary Services Division
2	Chief Administrative Officer	321	24	₱86,742.00	Masteral Degree or its equivalent	40 hrs of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory management experience	Career Service Professional/Second Level Eligibility	Building collaborative, inclusive working relationships, Manageing Performance and coaching for results, leading change, thinking strategically and creatively, creating and nurturing a high performing organization (Level Intermediate)	Procurement Division

3	Deputy Executive Director III	227	27	₱126,267.00	Masteral Degree or its equivalent	120 hrs of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory management experience	Career Service Professional/Second Level Eligibility	Building collaborative, inclusive working relationships, Managing Performance and coaching for results, leading change, thinking strategically and creatively, creating and nurturing a high performing organization (Level Intermediate)	E.T.R.S
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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 October 27, 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  
 National Kidney and Transplant Institute, East Avenue, Quezon City  
[recruitmentnkti@gmail.com](mailto:recruitmentnkti@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.