

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:

September 01, 2020

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	260-2	12	₱24,495.00	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	ACCOUNTANT II	258-1	16	₱35,106.00	Bachelor's degree in commerce/ Business administration major in accounting	16 hrs. relevant training	3 years relevant experience	RA 1080	N/A	Office of the DED for Hospital Support Services
3	ADMINISTRATIVE AIDE IV	179-3	4	₱13,807.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Medical Services
4	ADMINISTRATIVE AIDE IV (DRIVER II)	317-8,9	4	₱13,807.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Hospital Support Services
5	ADMINISTRATIVE AIDE VI (CLERK III)	313-9,10,11,12,13,14	6	₱15,524.00	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 AIDE VI (STOREKEEPER II)	313-16	6	₱15,524.00	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

7	ADMINISTRATIVE ASSISTANT I	47, 76,106,142,222, 230, 244, 255,290	7	₱16,458.00	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
8	ADMINISTRATIVE ASSISTANT II	13-1,2, 27-1,2,3,4, 275, 370-1,2, 287-1	8	₱17,505.00	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 Services.
9	ADMINISTRATIVE ASSISTANT III	228, 253, 308-3, 2	9	₱18,784.00	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 Services.
10	ADMINISTRATIVE OFFICER I	250	11	₱22,316.00	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 Services.
11	ADMINISTRATIVE OFFICER II	24, 10-2	15	₱32,053.00	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 Services.
12	ADMINISTRATIVE OFFICER III	280, 364	18	₱42,159.00	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 Services.
13	ASSISTANT INFORMATION OFFICER I	369	8	₱17,505.00	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
14	BOOKKEEPER	262-7,8,9,10,11,	8	₱17,505.00	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 I	266-2	11	₱22,316.00	Bachelor's degree relevant to the job	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
16	BUDGET OFFICER II	265	15	₱32,053.00	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

17	BUDGETING AIDE	268	4	₱13,807.00	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
18	BUYER III	327-2	9	₱18,784.00	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
19	BUYER IV	326- 1, 3	11	₱22,316.00	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
20	CASH CLERK II	277 - 1, 2	6	₱15,524.00	Bachelor's degree	8 hrs. relevant training	2 years of relevant experience	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
21	CHEF	346	11	₱22,316.00	High School Graduate	8 hrs. relevant training	2 years of relevant experience	None Required	N/A	Office of the DED for Hospital Support Services
22	CLERK III	14-2,3,4, 28-1, 39-1,2,-54 - 61- 67- 73- 92- 2,3,4,5, 94- 107- 2,8,9,10,11,12,13,14,15,16,17,18,148-1,2,153, 159-1,10, 200- 209- 3,4,5,6,7,8,9,10,11,12,13, 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, 242-1,2, 247, 251, 278-8,9,10,11,12,13,14,15, 288-15,16,17,18,19,20,21,22, 23,24,25,26,27,28,29,30, 31,32,33,34,35,36,37,38, 338, 349, 359-1,2, - 371-4,5,6,7,8,9,10,11,12,13,14,15,	6	₱15,524.00	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 Services.
23	COMPUTER PROGRAMMER I	37-1,2,3,4,5	11	₱22,316.00	Bachelor's degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
24	COOK II	351-7,8	5	₱14,641.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Hospital Support Services
25	CREDIT OFFICER IV	281	18	₱42,159.00	Bachelor's degree	8 hrs. relevant training	2 years of relevant experience		N/A/	Office of the DED for Hospital Support Services

26	DRAFTSMAN III	306	11	₱22,316.00	Completion of Two years studies in college or High School Graduate with relevant Vocational/Trade course	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
27	ELECTRICAL INSPECTOR II	310	8	₱17,808.00	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 Services
28	ENGINEER I	305-1, 2	12	₱24,495.00	Bachelor's degree in engineering relevant to the job	None required	None required	RA 1080	N/A	Office of the DED for Hospital Support Services
29	ENGINEER II	302-2	16	₱35,106.00	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 Services
30	FOOD SERVER	352-1,2,3,4,5,6,7,8,9,10,	4	₱13,807.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the DED for Hospital Support Services
31	HEALTH PHYSICIST III	163-1, 2- 173-	22	₱66,867.00	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 Services
32	HUMAN RESOURCE MANAGEMENT OFFICER I	294-1,3	11	₱22,316.00	Bachelor's Degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
33	HUMAN RESOURCE MANAGEMENT OFFICER II	293-2	15	₱32,053.00	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 Services
34	INFORMATION OFFICER II	366	15	₱32,053.00	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 Services
35	INFORMATION OFFICER III	21	18	₱42,159.00	Bachelor's Degree	8 hrs. relevant training	2 years of relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
36	INFORMATION SYSTEMS ANALYST II	32-2	16	₱35,106.00	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
37	INTERNAL AUDITOR I	6	11	₱22,316.00	Bachelor's degree relevant to the job	None Required	None required	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
37	INTERNAL AUDITOR II	5	15	₱32,053.00	Bachelor's degree relevant to the job	4 hrs. relevant training	1 year of relevant experience	CS Professional 2nd level eligibility	n/a	Office of the Executive Director

38	INTERNAL AUDITOR IV	3	22	₱66,867.00	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
39	MEDICAL EQUIPMENT TECHNICIAN IV	218	13	₱26,754.00	Elementary Graduate	None Required	None Required	None Required	N/A	Office of the DED for Medical Services
40	MEDICAL LABORATORY TECHNICIAN I	120-2	6	₱15,524.00	BS Medical Technology	None required	None required	RA 1080	N/A	Office of the DED for Medical Services
41	MEDICAL LABORATORY TECHNICIAN II	119-1,2,3,4	8	₱17,505.00	BS Medical Technology	1-year relevant experience	4 hours relevant training	RA 1080	N/A	Office of the DED for Medical Services
42	MEDICAL LABORATORY TECHNICIAN III	118-1,2,3	10	₱20,219.00	BS Medical Technology	2 years relevant experience	8 hours relevant training	RA 1080	N/A	Office of the DED for Medical Services
43	MEDICAL OFFICER III	99, 104-1,2,3,7,12, 113-1, 2, 125, 147-8,9,30, 174-6,7, 81-11	21	₱59,353.00	Doctor of Medicine	None Required	None required	RA 1080	N/A	Office of the DED for Medical Services
44	MEDICAL SERVICES TECHNICIAN I	91-7, 223-6,7,8,9,	6	₱15,524.00	Completion of 2 years studies in college	None required	None required	MC 11, s. 1996 Cath II	N/A	Critical and Special care Department
45	MEDICAL SERVICES TECHNICIAN II	90-2,8,9, 221-7,13 -	8	₱17,505.00	Two years studies in college	4hrs relevant training	One (1) years relevant experience in operation / repair/maintenance of medical equipment or other related work	MC 11, s. 1996 Cath II	N/A	Critical and Special care Department
46	MEDICAL SERVICES TECHNICIAN III	60- 220- 8, 13, 14, 15, 16, 17, 5	11	₱22,316.00	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
47	MEDICAL SERVICES TECHNICIAN IV	86	13	₱26,754.00	Completion of two years college studies relevant to	16hrs relevant training	Three (3) years relevant experience in	MC 11, s. 1996 Cath II	N/A	Office of the DED for Medical Services

					the job or undergone a relevant post-secondary or required training		operation / repair/maintenance of medical equipment or other related work			
48	MEDICAL SPECIALIST I	52-1,2,58, 65-1, 135-2,3, 146-1, 80-2, 193-2, 198, 164-1	22	₱66,867.00	Doctor of Medicine	4 hrs. relevant training	1 year of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
49	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	₱75,359.00	Doctor of Medicine	4 hrs. relevant training	1 year of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
50	MEDICAL SPECIALIST III	63, 122, 133, 150, 56, 50, 96, 110, 191,196, 144-2	24	₱85,074.00	Doctor of Medicine	8 hrs. relevant training	2 years of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
51	MEDICAL SPECIALIST IV	49, 55, 68, 93, 95, 121, 132, 143, 149, 160, 171, 180, 190, 195, 62, 43, 109	25	₱96,985.00	Doctor of Medicine	8 hrs. relevant training	2 years of relevant experience	RA 1080	N /A	Office of the DED for Medical Services
52	MEDICAL TECHNOLOGIST I	117-2, 129-9, 139-3,9,10, 11, 185-5	11	₱22,316.00	Bachelor's Degree in Medical Technology	None Required	None Required	RA 1080	N /A	Office of the DED for Medical Services
53	MEDICAL TECHNOLOGIST II	128-1, 138-6, 138-7,8, 184, 116-13	15	₱32,053.00	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
54	MEDICAL TECHNOLOGIST III	115-9	18	₱42,159.00	Bachelor's Degree in Medical Technology	8 hrs. relevant training	2 years relevant experience	RA 1080	N /A	Office of the DED for Medical Services
55	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, 97,98,99,100,101,102,103,104,105,106,107,108,1	15	₱32,053.00	Bachelor's Degree in Nursing	None Required	None Required	RA 1080	N /A	Office of the Deputy Executive Director for Nursing Services

		09,110,111,112,113,114,115,116,117,118,119,120,121,122,123,124,125,126,127,128,129,130,131,132,133,134,135,136,137,138,139,140,141,142,143,144,145,146,147,148,149,150,151,152,153,154,155,156,157,158,159,160,161,162,163,164,165,166,167,168,169,170,171,172,173,174,175,176,177,178,179,180,181,182,183,,...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								
56	NURSE II	204-2, 205-8, 9,11,12,13,14,15, 215-7	17	₱38,464.00	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
57	NURSE III	214 - 1,2, 3, ...204 - 2	19	₱46,791.00	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
58	NURSING ATTENDANT I	211-12, 70	4	₱13,807.00	Elementary Graduate	None required	None required	None Required	N/A	Office of the Deputy Executive Director for Nursing Services
59	NURSING ATTENDANT II	210-5, 23, 225-25, 45	6	₱15,524.00	Elementary School Graduate	None required	None required	None Required	N/A	Office of the Deputy Executive Director for Nursing Services
60	NUTRITIONIST-DIETICIAN I	348 - 1	11	₱22,316.00	Bachelor's degree major in Nutrition & Dietetics	None required	None required	RA 1080	N/A	Office of the DED for Hospital Support Services
61	NUTRITIONIST-DIETICIAN II	345-2	15	₱32,053.00	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

62	NUTRITIONIST-DIETICIAN III	344 - 2	18	₱42,159.00	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
63	PHARMACIST I	357 - 3,12,13, 14	11	₱22,316.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080	N/A	Office of the DED for Hospital Support Services
63	PHARMACIST II	356 - 3	15	₱32,053.00	Bachelor's degree in Pharmacy	None required	None required	RA 1080	n/a	Office of the DED for Hospital Support Services
64	PHYSICAL THERAPIST I	88-1,9,10, 11,,	11	₱22,316.00	Bachelor's Degree in Physical Therapy	None required	None required	RA 1080	N/A	Office of the DED for Medical Services
65	PLANNING OFFICER II	22	15	₱32,053.00	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
66	PUBLIC RELATIONS OFFICER III	20	18	₱42,159.00	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
67	RADIOLOGIC TECHNOLOGIST II	168 - 1,2,5,7,8, 177- 1	15	₱30,531.00	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080	N/A	Office of the DED for Medical Services
68	RECORDS OFFICER I	295-2, 236-1, 3	10	₱20,219.00	Bachelor's degree	None required	None required	CS Professional 2nd level eligibility	N/A	Office of the DED for Hospital Support Services
69	RECORDS OFFICER II	235-2	14	₱29,277.00	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
70	RECORDS OFFICER III	232	18	₱42,159.00	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	RESPIRATORY THERAPIST I	89-1,2,8,9,10,11,12,13,14,15, 16, 17, 18	10	₱20,219.00	Bachelor's degree relevant to the job	None required	None required	RA 1080	N/A/	Office of the DED for Medical Services
72	SENIOR BOOKKEEPER	261-5	9	₱18,784.00	Completion of two years in college	4 hrs. relevant training	1-year relevant experience	CS Sub-Professional / 1st level Eligibility	N/A	Office of the DED for Hospital Support Services
73	SOCIAL WELFARE OFFICER II	365 - 1	15	₱32,053.00	Bachelor's degree	4 hrs. relevant training	1-year relevant experience	RA 1080	N/A	Office of the DED for Hospital Support Services
73	SOCIAL WELFARE OFFICER I	367-1	11	₱22,316.00	Bachelor's degree	None required	None required	RA 1080	n/a	Office of the DED for Hospital Support Services
74	STATISTICIAN III	233	18	₱42,159.00	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
75	STOREKEEPER II	339-4,5,6,7,8, 350	6	₱15,524.00	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

76	SUPERVISING HEALTH PROGRAM OFFICER	8	22	₱66,867.00	Bachelor's degree	16 hrs. relevant training	3 years relevant experience	CS Professional 2nd level eligibility	N/A	Office of the Executive Director
77	SUPPLY OFFICER II	217, 333-1,2	14	₱29,277.00	Bachelor's degree	4 hrs. relevant training	1-year relevant experience	CS Professional 2nd level eligibility	N/A	Office of DED for Nursing Services
78	SUPPLY OFFICER III	323	18	₱42,159.00	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
79	TRAINING SPECIALIST II	246	15	₱32,053.00	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
80	TRANSPLANT COORDINATOR I	46 - 4, 5,	16	₱35,106.00	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 **Sept. 15, 2020**

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;
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.