

Republic of the Philippines
PHILIPPINE HEART 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 Philippine Heart Center in the CSC website:

JEAN A. WONG, MMPA

Chief, HRMD

Date: January 5, 2022

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Officer I	HS2276	11	23,877.00	Bachelor's Degree in Social Work	None required	None required	RA 1080	N/A	Social Services Division
2	Human Resource Management Officer II	HS2143	15	33,575.00	Bachelor's Degree	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Human Resource Management Division

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 January 18, 2022.

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 present position for one (1) year (if applicable);
3. Photocopy of Authenticated 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:

JEAN A. WONG, MMPA

Chief, Human Resource Management Division

8th Flr. Medical Arts Bldg. Philippine Heart Center, East Ave., Quezon City

phccareers1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.