



Republic of the Philippines
PHILIPPINE HEART CENTER
Request for Publication of Vacant Positions
January 15, 2024

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	HS2106	8	19,744.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub professional / 1st level eligibility	Core Competencies - Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competencies - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; Technical Competencies - Attention to Details, Computer Skills, Managing Work, Records Management, and Providing Support & Services	Billing & Claims Division
2	Credit Officer I	HS2058	9	21,211.00	Bachelor's degree	None required	None required	CS Professional / 2nd Level Eligibility	Core Competencies - Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competencies - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; Technical Competencies - Accounting Proficiency, Attention to Details, Cash Management, Data Recording and Reporting, Planning, Organizing & Delivering	Treasury Division

3	Social Welfare Officer I	HS2278	11	27,000.00	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Work)	Core Competencies - Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competencies - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; Technical Competencies - Data Recording & Reporting, Diversity Management, Health Promotion & Health Education, Medical Social Services, and Respecting & Caring for Patients	Social Services Division
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In compliance to the PHC-Equal Opportunity Principle, The Philippine Heart Center welcomes all interested and qualified applicants regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, school, social status and other similar factors and personal circumstances.

Kindly submit the following requirements at phccareers1@gmail.com until **January 26, 2024**

1. Application letter addressed to : **MS. JEAN. A WONG, MMPA - Chief, Human Resource Management Division**
2. Personal Data Sheet with Passport-size ID picture & Work Experience Sheet (download at csc.gov.ph)
3. Transcript of Records, Diploma and Certificate of General Weighted Average (Requested in school)
4. Photocopy of Authenticated PRC ID & Board Rating (if applicable)
5. Photocopy of Authenticated Civil Service Eligibility (if applicable)
6. Certificate of Good Moral Character (if applicable)
7. Certificate of Employment (if applicable)
8. Photocopy of Seminars/Training attended after graduation (if applicable)
9. Photocopy of Updated NBI Clearance
10. Photocopy of Vaccination Card

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.