



Republic of the Philippines
PHILIPPINE HEART CENTER
Request for Publication of Vacant Positions
January 24, 2024

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Credit Officer I	HS2057	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
2	Administrative Officer IV (Human Resource Management Officer II)	HS2138	15	36,619.00	Bachelor's degree	4 hours relevant training	1 year relevant experience	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 - Building Relationships with Stakeholders, Effective Presentation Skills, Government & Departmental Policies & Procedures, Learning & Development, Policy Development, Risk Management, and Technical Writing	Human Resource Management Division

3	Pharmacist II	HS2442 & HS2443	15	36,619.00	Bachelor's degree	None required	None required	RA 1080 (Pharmacist)	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, Drug & Medicines Management, Health Promotion & Health Education, Learning Facilitation, Organizing Communities, and Planning, Organizing & Delivering	Pharmacy Division
4	Administrative Aide VI	NS1561, NS1562, NS1563	6	17,553	Completion of 2 years studies in college	None Required	None Required	CS Subprofessional / 1st Level Eligibility	Core Competency: Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competency: Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ; Technical Competency: Data Recording and Reporting, Managing Work, Records Management, Providing Support and Services	Nursing Service

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 **February 4, 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.