

**PHILIPPINE HEART CENTER
NOTICE OF VACANCY**

Date of Posting : February 22, 2022

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	HS2017	12	27,608.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Accounting Division
2	Administrative Assistant III	HS2228	9	20,402.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub Professional	N/A	General Services Division
3	Administrative Officer III	HS2109 & HS2110	18	45,203.00	Bachelor's degree	8 hours relevant training	2 years relevant experience	CS Professional	N/A	Procurement Division
4	Financial Analyst I	HS2021, HS2022, HS2023 & HS2025	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	CS Professional	N/A	Accounting 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 March 6, 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.