



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
 Request for Publication of Vacant Positions  
March 8, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Specialist II (Part-Time)	ES1739	23	PHP 40,001.50	Doctor of Medicine	4 Hours of Relevant Training	1 Year of Relevant Experience	RA 1080 (Physician)	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Case Management Continuous Development Patient-Centered Care Performance Management Standards Planning, Organizing and Delivering Scientific Knowledge for Health/Medical Staff Technical Consulting	Preventive Cardiology Division
2	Nurse III	NS729	17	43,030.00	Bachelor of Science in Nursing	4 hours of relevant Training	1 year relevant experience	RA 1080 (Nurse)	<b>CORE COMPETENCY</b> Exemplifying Integrity, Professionalism, Service Excellence <b>ORGANIZATIONAL COMPETENCY</b> Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment <b>TECHNICAL COMPETENCY</b> Care Management, Diversity Management, Nursing Care, Patient Centered Care, People Management	Nursing Service
3	Nurse II	NS1316, NS1424	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant Training	1 year relevant experience	RA 1080 (Nurse)	<b>CORE COMPETENCY</b> Exemplifying Integrity, Professionalism, Service Excellence <b>ORGANIZATIONAL COMPETENCY</b> Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment <b>TECHNICAL COMPETENCY</b> Care Management, Diversity Management, Nursing Care, Patient Centered Care, People Management	Nursing Service

4	Medical Technologist I	MS242, MS245	11	PHP 27,000.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080 (Medical Technologist)	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Attention to Details Data Recording and Reporting Energy to Work Operating Medical Machines, Equipment and Tools Process Management	Laboratory Medicine Division
5	Medical Technologist I	MS255, MS258	11	PHP 27,000.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080 (Medical Technologist)	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Attention to Details Data Recording and Reporting Energy to Work Operating Medical Machines, Equipment and Tools Process Management	Laboratory Medicine Division (Blood Bank Section)
6	Respiratory Therapist I	MS338, MS353, MS356	10	PHP 23,176.00	Bachelor of Science in Respiratory Medicine	None Required	None Required	RA 1080 (Respiratory Therapist)	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Care Management Case Management Diversity Management Medical Knowledge Patient-Centered Care	Pulmonary Medicine Division

7	Administrative Assistant II	MS265	8	PHP 19,744.00	Completion of two years studies in college	4 Hours of Relevant Training	1 Year of Relevant Experience	CS Subprofessional / 1st Level	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Diversity Management Computer Skills Managing Work Records Management Respecting and Caring for Patients Providing Support and Services	Laboratory Medicine Division (Blood Bank Section)
8	Clerk III	MS111	6	PHP 17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional / 1st Level	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Attention to Details Managing Work Providing Support and Services Energy to Work	Cardiovascular Anesthesia Division

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](mailto:phccareers1@gmail.com) until **March 19, 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](http://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.