



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
 March 22, 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 IV (Part-Time)	MS58	25	51,345.00	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	RA 1080 (Physician)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment Promoting Innovation LEADERSHIP COMPETENCIES Building Collaborative and Inclusive Working Relationship Leading Change Managing Performance and Coaching for Results Thinking Strategically and Creatively TECHNICAL COMPETENCIES Case Management Continuous Development Learning Facilitation Patient-Centered Care Performance Management Standards Procurement Planning Management Technical Consulting	Pediatric Cardiothoracic Surgery Division
2	Medical Technologist III	MS385	18	46,725.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours relevant training	2 years relevant experience	RA 1080 (Medical Technologist)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communication Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Achieving High Standards Attention to Details Continuous Development Learning Facilitation Management Acumen Operating Medical Machines , Equipment and Tools People Management Research and Analysis	Invasive Cardiology Division
3	Medical Technologist II	MS75	15	36,619.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours relevant training	1 year relevant experience	RA 1080 (Medical Technologist)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communication Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Achieving High Standards Attention to Details Continuous Development Learning Facilitation Management Acumen Operating Medical Machines , Equipment and Tools People Management Research and Analysis	Vascular Surgery Division

4	Administrative Assistant II	MS162	8	19,744.00	Completion of two years in College	4 hours relevant training	1 year relevant experience	CS Subprofessional/ Frist Level Eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communication Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Diversity Management Computer Skills Managing Work Records Management Respecting and Caring for Patients Providing Support and Services	Radiological Sciences Division
5	Nurse II	NS1162, NS1201, NS1238, NS1244, NS1407, NS1448	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant Training	1 year relevant experience	RA 1080 (Nurse)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communication Skills Effective Interpersonal Relations Organizational Awareness & Commitment TECHNICAL COMPETENCIES Care Management Diversity Management Nursing Care Patient Centered Care People Management	Nursing Service
6	Nurse III	NS1049	17	43,030.00	Bachelor of Science in Nursing	4 hours of relevant Training	1 year relevant experience	RA 1080 (Nurse)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communication Skills Effective Interpersonal Relations Organizational Awareness & Commitment TECHNICAL COMPETENCIES Care Management Diversity Management Nursing Care Patient Centered Care People Management	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 **April 02, 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.