



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
April 4, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Officer III	HS2267	18	46,725.00	Bachelor's degree in Social Work	8 hours of relevant training	2 years of relevant experience	RA 1080 (Social Worker)	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 Data Recording and Reporting Diversity Management Health Promotion and Health Education Learning Facilitation Medical Social Services Respecting and Caring for Patients	Social Services Division
2	Nurse III	NS592, NS639	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
3	Administrative Assistant II	ES1777	8	19,744.00	Completion of two years studies in college	4 hours of relevant Training	1 year relevant experience	CS Subprofessional / 1st Level	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications 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	Medical Library Division

4	Audio-Visual Aids Technician III	ES1985	10	23,176.00	Highschool Graduate or Completion of Relevant Vocational / Trade Course	8 hours of relevant Training	2 years relevant experience	Audio-Visual Equipment Operator / Technician (MC No. 10, S.2013 - Cat. II)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Computer Skills Data Management Facility and Equipment Maintenance Information, Security, Risk Management and Assurance Information Management Learning Facilitation	Medical Education 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 **April 15, 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.