



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
Request for Publication of Vacant Positions  
May 8, 2023

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable (if applicable)	
1	Accountant IV	HS2011	22	71,511.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours relevant	3 years relevant	RA 1080 (Certified Public Accountant)	N/A	Accounting 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 **May 19, 2023**

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.**