



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
May 9, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant I	MS165	7	18,620.00	Completion of two years studies in college	None required	None required	CS Sub-Professional / First level eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Attention to Details Computer Skills Managing Work Data Recording and Reporting Providing Support and Services	Radiological Sciences Division
2	Medical Technologist II	MS420	15	36,619.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant Training	1 year relevant experience	RA 1080 (Medical Technologist)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications 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	Non-Invasive Cardiology Division
3	Medical Technologist IV	MS409	20	57,347.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant Training	2 years relevant experience	RA 1080 (Medical Technologist)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Attention to details Data Recording and Reporting Learning Facilitation Operating Medical Machines, Equipment and tools People Management Research and Analysis	Non-Invasive Cardiology Division

4	Nurse I	NS882, NS888, NS892, NS1473, NS1478, NS1485, NS1487, NS1495, NS1507, NS1539, NS1541, NS1548, NS1549, NS1551	15	36,619.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)	<p>Core Competency: Exemplifying Integrity, Professionalism, Service Excellence ;</p> <p>Organizational Competency: Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ;</p> <p>Technical Competency: Care Management, Diversity Management, Nursing Care, Patient Centered Care, People Management</p>	Nursing Service
5	Nurse II	NS1188, NS1248, NS1252, NS1256, NS1319, NS1370, NS1377, NS1413, NS1453	16	39,672.00	Bachelor of Science in Nursing	4 hours of relevant Training	1 year relevant experience	RA 1080 (Nurse)	<p>Core Competency: Exemplifying Integrity, Professionalism, Service Excellence ;</p> <p>Organizational Competency: Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ;</p> <p>Technical Competency: Care Management, Diversity Management, Nursing Care, Patient Centered Care, People Management</p>	Nursing Service
6	Internal Auditor V	E04	24	90,078.00	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	CS Professional / 2nd Level	<p>CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence</p> <p>ORGANIZATIONAL COMPETENCIES Effective Communication Skills Effective Interpersonal Relations Organizational Awareness and Commitment Promoting Innovation</p> <p>LEADERSHIP COMPETENCIES Building Collaborative and Inclusive Working Relationship Leading Change Managing Performance and Coaching for Results Thinking Strategically and Creatively</p> <p>TECHNICAL COMPETENCIES Audit Planning Data Recording and Reporting Government and Departmental Policies and Procedures Decision Quality Process Management Risk Management</p>	Internal Audit Division

7	Science Research Specialist II	ES1746	16	39,672.00	Bachelor's Degree relevant to the job	4 Hours of Relevant Training	1 Year of Relevant of Experience	CS Professional / 2nd Level	<p>CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence</p> <p>ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment</p> <p>TECHNICAL COMPETENCIES Data Recording and Reporting Diversity Management Developing Personal and Organizational Capability Research and Analysis Scientific Review Management Statistical Research for Health Technical Writing</p>	Preventive Cardiology 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 **May 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)
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.