



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
 Request for Publication of Vacant Positions  
May 28, 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 II	HS2243, HS2244 & HS2249	8	19744	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	CS Sub-Professional / 1st level eligibility	<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 Computer Skills Managing Work Records Management Providing Support and Services	Property & Supply Management Division
2	Human Resource Management Officer I	HS2146	11	27000	Bachelor's degree	None required	None required	CS Professional / 2nd level eligibility	<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> Building Relationships with Stakeholders Effective Presentation Skills Government & Departmental Policies and Procedures Managing Work Providing Support and Services Technical Writing	Human Resource Management Division
3	Respiratory Therapist III	MS321	17	43030	Bachelor of Science in Respiratory Therapy	8 hours of relevant experience	2 years of relevant experience	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 Data Recording and Reporting Diversity Management Medical Knowledge Patient-Centered Care People Management	Pulmonary Medicine Division

4	Administrative Assistant I	MS167	7	18620	Completion of two-year studies in college	None required	None required	CS Sub-Professional / 1st level eligibility	<p><b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence</p> <p><b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment</p> <p><b>TECHNICAL COMPETENCIES</b> Attention to Details Managing Work Data Recording and Reporting Providing Support and Services</p>	Radiological Sciences 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](mailto:phccareers1@gmail.com) until **June 09, 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.