



Republic of the Philippines
PHILIPPINE HEART CENTER
Request for Publication of Vacant Positions
June 06, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Nurse III	NS549, NS746, NS833	17	43030	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
2	Science Research Specialist I	ES1791	13	31320	Bachelor's Degree relevant to the job	None Required	None Required	CS Professional / 2nd Level	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment 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	Clinical Trial and Research Division

3	Medico-Legal Officer IV (Part Time)	EO9	24	45039	Doctor of Medicine	2 Years of Relevant Experience	8 Hours of Relevant Training	RA 1080 (Physician and Attorney)	<p>CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence</p> <p>ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment Promoting Innovation</p> <p>LEADERSHIP COMPETENCIES Leading Change Managing Performance and Coaching for Results Thinking Strategically and Creatively</p> <p>TECHNICAL COMPETENCIES Case Management Implementing Health Policies and Regulations Legal Proficiency Technical Writing</p>	Office of the Executive Director
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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 **June 17, 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.