



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
Request for Publication of Vacant Positions  
June 16, 2023

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	HS2006	7	18,620.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	CS Sub professional / 1st level eligibility	N/A	Hospital Support Services

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 27, 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.**