



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
July 15, 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 Officer I	HS2338	10	23176	Bachelor's degree relevant to the job	None required	None required	CS Professional / 2nd level eligibility	Core Competency Exemplifying Integrity Professionalism Service Excellence Organizational Competency Effective Communication Skills Effective Interpersonal Relations Organizational Awareness & Commitment Technical Competency Records Management Computer Skills Managing Work Technical Writing Providing Support and Services	Nutrition & Dietetics Division
2	Senior Bookkeeper	HS2033	9	21211	Completion of two-year studies in college	4 hours relevant training	1 year relevant experience	CS Sub-professional / 1st level eligibility	Core Competency: Exemplifying Integrity Professionalism Service Excellence Organizational Competency: Effective Communication Skills Effective Interpersonal Relations Organizational Awareness & Commitment Promoting Innovation Technical Competency: Accounting Proficiency Attention to Details Data Recording and Reporting Government Accounting and Budgeting Government and Departmental Policies and Procedures	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 until **July 28, 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.