



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
July 18, 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 VI	HS2237	12	29165	Completion of two-year studies in college	8 hours relevant	2 years relevant	CS Sub-professional / 1st level eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Energy to Work Data Recording and Reporting Attention to Details Diversity Management Providing Support and Services Government and Departmental Policies and Procedures	Property & Supply Management Division
2	Budget Officer II	HS2041	15	36619	Bachelor's degree relevant to the job	4 hours relevant	1 year relevant	CS Professional / 2nd level eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Accounting Proficiency Data Recording and Reporting Government Accounting and Budgeting Government and Departmental Policies and Procedures Preparation of Budget Plans and Annual Budget Submissions Providing Support and Services	Budget Division
3	Cashier I	HS2077	10	23176	Bachelor's degree	None required	None required	CS Professional / 2nd level eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Accounting Proficiency Attention to Details Cash Management Data Recording and Reporting Planning, Organizing and Delivering	Treasury Division

3	Medical Specialist I (Part-time)	MS514	22	35755.50	Doctor of Medicine	4 hours relevant training	1 year relevant experience	RA 1080 (Physician)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations TECHNICAL COMPETENCIES Case Management Continuous Development Patient-Centered Care Performance Management Standards Planning, Organizing and Delivering Scientific Knowledge for Health/Medical Staff Technical Consulting	Critical Care Medicine Division
4	Medical Specialist II (Part-time)	MS54	23	40001.50	Doctor of Medicine	4 hours relevant training	1 year relevant experience	RA 1080 (Physician)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Case Management Continuous Development Patient-Centered Care Performance Management Standards Planning, Organizing and Delivering Scientific Knowledge for Health/Medical Staff Technical Consulting	Adult Cardiothoracic Surgery 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.