

**PHILIPPINE HEART CENTER  
NOTICE OF VACANCY**

Date of Posting : August 3, 2022

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 V	HS2213	18	45,203.00	Bachelor's degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Professional	N/A	General Services Division
2	Administrative Officer I	HS2054	10	22,190.00	Bachelor's degree relevant to the job	None required	None required	CS Professional	N/A	Treasury Division
3	Cook II	HS2350	5	15,909.00	Elementary School graduate	None required	None required	None required	N/A	Nutrition & Dietetics Division (Main Kitchen)
4	Cook II	HS2356	5	15,909.00	Elementary School graduate	None required	None required	None required	N/A	Nutrition & Dietetics Division (Café 1475)
5	Social Welfare Officer II	HS2274	15	35,097.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Social Services Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than August 15, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of Authenticated certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**JEAN A. WONG, MMPA**

Chief, Human Resource Management Division

8th Flr. Medical Arts Bldg. Philippine Heart Center, East Ave., Quezon City

[phccareers1@gmail.com](mailto:phccareers1@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**