

**PHILIPPINE HEART CENTER  
NOTICE OF VACANCY**

Date of Posting : August 25, 2022

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Human Resource Management Assistant	HS2158 & HS2159	8	18,998.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub-professional	N/A	Human Resource Management 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 September 5, 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.**