

**PHILIPPINE HEART CENTER
NOTICE OF VACANCY**

Date of Posting : October 6, 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 Assistant II	HS2298	8	18,998.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub-professional / 1st Level Eligibility	N/A	Patient Services Division
2	Driver II	HS2201	4	14,993.00	Elementary School Graduate	None required	None required	Professional Driver's License	N/A	Engineering & Maintenance Division
3	Engineer II	HS2172	16	38,150.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Electrical or Electronics & Communications Engineer)	N/A	Engineering & Maintenance Division
4	Food Server	HS2399, HS2409 & HS2410	4	14,993.00	Elementary School Graduate	None required	None required	None required	N/A	Nutrition & Dietetics Division - Café 1475
5	Food Service Supervisor I	HS2343	9	20,402.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / 2nd Level Eligibility	N/A	Nutrition & Dietetics Division - Café 1475
6	Medical Equipment Technician III	HS2190	11	25,439.00	Completion of relevant two-year studies in college or Completion of relevant medical laboratory technician course	8 hours of relevant training	2 years of relevant experience	Equipment Technician (MC 11, s. 96 - Cat. II)	N/A	Engineering & Maintenance Division

7	Mechanical Shop General Foreman	HS2176	13	29,798.00	High School Graduate or Completion of relevant vocational / trade course	16 hours of relevant training	3 years of relevant experience	Mechanic (MC 11, s. 96 - Cat. I)	N/A	Engineering & Maintenance Division
8	Nutritionist-Dietitian I	HS2329 & HS2331	11	25,439.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	N/A	Nutrition & Dietetics 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 October 18, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.