



Republic of the Philippines
PHILIPPINE HEART CENTER
Request for Publication of Vacant Positions
October 20, 2023

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Administrative Officer	HS2086	24	90,078.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	CS Professional / 2nd level eligibility	Core Competencies - Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competencies - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; Leadership Competencies - Building Collaborative and Inclusive Working Relationship, Leading Change, Managing Performance and Coaching for Results, Thinking Strategically and Creatively ; Technical Competencies - Effective Presentation Skills, Government and Departmental Policies, Learning and Development, Management Acumen, Policy Development, Risk Management and Technical Writing	Billing & Claims Division

2	Social Welfare Officer V	HS2265	24	90,078.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention	4 years of supervisory / management experience	RA 1080 (Social Worker)	Core Competencies - Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competencies - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; Leadership Competencies - Building Collaborative and Inclusive Working Relationship, Leading Change, Managing Performance and Coaching for Results, Thinking Strategically and Creatively ; Technical Competencies - Data Recording and Reporting, Diversity Management, Health Promotion and Health Education, Learning Facilitation, Medical Social Services, Respecting and Caring for Patients	Social Services Division
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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 **October 31, 2023**

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.