



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
November 8, 2023

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Food Service Supervisor II	HS2336	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	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 - Health Promotion and Health Education, Nutrition and Dietetics Services, Managing Work & Patient-Centered Care	Nutrition & Dietetics Division
2	Food Service Supervisor III	HS2326	15	36,619.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant 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 - Diversity Management, Health Promotion and Health Education, Nutrition and Dietetics Services, Records Management & Respecting and Caring for Patients	Nutrition & Dietetics 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 **November 19, 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.