

**PHILIPPINE HEART CENTER
NOTICE OF VACANCY**

Date of Posting : November 9, 2021

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	HOSPITAL ADMINISTRATION SPECIALIST	EO39	22	68,415.00	Bachelor's Degree Relevant to the Job	16 Hours Relevant	3 Years Relevant	CS Professional / 2nd Level	N/A	Office of Strategy Management
2	COMPUTER PROGRAMMER II	EO25	15	33,575.00	Bachelor's Degree Relevant to the Job	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Management Information Systems Division
3	COMPUTER PROGRAMMER I	EO30	11	23,877.00	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional / 2nd Level	N/A	Management Information Systems Division
4	ADMINISTRATIVE AIDE VI	MS56, MS62	6	16,200.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Surgery & Anesthesia Department
5	ADMINISTRATIVE AIDE VI	MS267	6	16,200.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Laboratory Medicine Division
6	ADMINISTRATIVE AIDE VI	MS375, MS469	6	16,200.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Adult Cardiology Department
7	ADMINISTRATIVE AIDE VI	NS1561, NS1562, NS1563	6	16,200.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Nursing Services
8	LABORATORY TECHNICIAN I	MS113, MS114	6	16,200.00	Completion of 2-Year studies in College	None Required	None Required	None Required	N/A	CV Anesthesia Division

9	LABORATORY TECHNICIAN I	MS313	6	16,200.00	Completion of 2-Year studies in College	None Required	None Required	None Required	N/A	Renal & Metabolic Division
10	NURSING ATTENDANT II	NS1725, NS1726, NS1727, NS1728, NS1729, NS1730, NS1731	6	16,200.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Nursing Services
11	RADIOLOGIC TECHNOLOGIST II	MS160	15	33,575.00	BS Radiologic Technology	4 Hours Relevant	1 Year Relevant	RA 1080	N/A	Radiological Sciences Division
12	OCCUPATIONAL THERAPIST II	MS294	15	33,575.00	BS Occupational Therapy	4 Hours Relevant	1 Year Relevant	RA 1080	N/A	Physical Medicine & Rehabilitation Division
13	PSYCHOLOGIST II	MS295	15	33,575.00	Master's Degree in Psychology	8 Hours Relevant on the delivery of psychological services	1 Year Relevant involving the delivery of psychological services	RA 10029	N/A	Physical Medicine & Rehabilitation Division
14	RESPIRATORY THERAPIST I	MS360	10	21,205.00	BS Respiratory Therapy	None Required	None Required	RA 1080	N/A	Pulmonary Medicine Division
15	SUPERVISING ADMINISTRATIVE OFFICER	ES1758	22	68,415.00	Bachelor's Degree Relevant to the Job	16 Hours Relevant	3 Years Relevant	CS Professional / 2nd Level	N/A	Medical Library Division
16	STATISTICIAN II	ES1762	15	33,575.00	Bachelor's Degree Relevant to the Job	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Medical Library Division
17	ADMINISTRATIVE OFFICER I	ES1772	10	21,205.00	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional / 2nd Level	N/A	Medical Library Division
18	ADMINISTRATIVE ASSISTANT II	ES1776, ES1777	8	18,251.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Medical Library Division
19	SCIENCE RESEARCH ASSISTANT	ES1794	9	19,593.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Clinical Trial & Research Division

20	MEDICAL OFFICER IV	ES1823, ES1824, ES1825	23	76,907.00	Doctor of Medicine	4 Hours Relevant	1 Year Relevant	RA 1080	N/A	Medical Education & Training Division
21	MEDICAL OFFICER III	ES1919, ES1920, ES1921	21	60,901.00	Doctor of Medicine	None Required	None Required	RA 1080	N/A	Medical Education & Training Division
22	MEDICAL OFFICER II	ES1970, ES1971, ES1972	18	43,681.00	Doctor of Medicine	None Required	None Required	RA 1080	N/A	Medical Education & Training Division
23	ADMINISTRATIVE OFFICER III	HS2018, HS2019, HS2020	14	30,799.00	Bachelor's Degree Relevant to the Job	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Accounting Division
24	ADMINISTRATIVE ASSISTANT II	HS2044	8	18,251.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Budget Division
25	CREDIT OFFICER III	HS2050, HS2051	15	33,575.00	Bachelor's Degree	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Treasury Division
26	ADMINISTRATIVE OFFICER I	HS2054, HS2055	10	21,205.00	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional / 2nd Level	N/A	Treasury Division
27	ADMINISTRATIVE ASSISTANT II	HS2104, HS2105, HS2106	8	18,251.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Billing & Claims Division
28	ADMINISTRATIVE OFFICER II	HS2114	15	33,575.00	Bachelor's Degree Relevant to the Job	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Procurement Division
29	ADMINISTRATIVE ASSISTANT II	HS2124, HS2125	8	18,251.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Procurement Division
30	ADMINISTRATIVE OFFICER V (Human Resource Management Officer III)	HS2134	18	43,681.00	Bachelor's Degree	8 Hours Relevant	2 Years Relevant	CS Professional / 2nd Level	N/A	Human Resource Management Division

31	ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)	HS2138, HS2139	15	33,575.00	Bachelor's Degree	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Human Resource Management Division
32	HUMAN RESOURCE MANAGEMENT OFFICER II	HS2141	15	33,575.00	Bachelor's Degree	4 Hours Relevant	1 Year Relevant	CS Professional / 2nd Level	N/A	Human Resource Management Division
33	ENGINEER II	HS2168	16	36,628.00	BS Mechanical Engineering	4 Hours Relevant	1 Year Relevant	RA 1080 (Mechanical Engineer)	N/A	Engineering & Maintenance Division
34	ENGINEER II	HS2172	16	36,628.00	BS Electronics Engineering or Electronics & Communications Engineering	4 Hours Relevant	1 Year Relevant	RA 1080 (Electronics Engineer)	N/A	Engineering & Maintenance Division
35	ADMINISTRATIVE ASSISTANT II	HS2194	8	18,251.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Engineering & Maintenance Division
36	SENIOR ADMINISTRATIVE ASSISTANT III	HS2234, HS2235	15	33,575.00	Completion of 2-Year studies in College	16 Hours Relevant	3 Years Relevant	CS Subprofessional / 1st Level	N/A	Property & Supply Management Division
37	ADMINISTRATIVE ASSISTANT VI	HS2236	12	26,052.00	Completion of 2-Year studies in College	8 Hours Relevant	2 Years Relevant	CS Subprofessional / 1st Level	N/A	Property & Supply Management Division
38	ADMINISTRATIVE ASSISTANT IV	HS2238, HS2239	10	21,205.00	Completion of 2-Year studies in College	8 Hours Relevant	2 Years Relevant	CS Subprofessional / 1st Level	N/A	Property & Supply Management Division
39	ADMINISTRATIVE AIDE VI (Utility Foreman)	HS2260, HS2261	6	16,200.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Property & Supply Management Division
40	SOCIAL WELFARE OFFICER II	HS2273, HS2274	15	33,575.00	Bachelor's Degree in Social Work	4 Hours Relevant	1 Year Relevant	RA 1080	N/A	Social Services Division
41	ADMINISTRATIVE OFFICER I	HS2295	10	21,205.00	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional / 2nd Level	N/A	Patients Services Division

42	ADMINISTRATIVE AIDE VI (Public Services Foreman)	HS2303, HS2304, HS2305, HS2306, HS2307, HS2308	6	16,200.00	High School Graduate	None Required	None Required	None Required	N/A	Patients Services Division
43	NUTRITIONIST-DIETITIAN V	HS2318	22	68,415.00	Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition	16 Hours Relevant	3 Years Relevant	RA 1080	N/A	Nutrition & Dietetics Division (Café 1475)
44	NUTRITIONIST-DIETITIAN I	HS2333, HS2334	11	23,877.00	Bachelor's Degree major in Nutrition, Dietetics or Community Nutrition	None Required	None Required	RA 1080	N/A	Nutrition & Dietetics Division
45	ADMINISTRATIVE OFFICER I	HS2338	10	21,205.00	Bachelor's Degree Relevant to the Job	None Required	None Required	CS Professional / 2nd Level	N/A	Nutrition & Dietetics Division
46	COOK II	HS2358, HS2359	5	15,275.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Nutrition & Dietetics Division
47	FOOD SERVER	HS2407, HS2408, HS2409, HS2410	4	14,400.00	Elementary School Graduate	None Required	None Required	None Required	N/A	Nutrition & Dietetics Division
48	PHARMACIST II	HS2442, HS2443, HS2444	15	33,575.00	Bachelor's Degree in Pharmacy	None Required	None Required	RA 1080	N/A	Pharmacy Division
49	ADMINISTRATIVE AIDE V	HS2460	5	15,275.00	Completion of 2-Year studies in College	4 Hours Relevant	1 Year Relevant	CS Subprofessional / 1st Level	N/A	Pharmacy 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 November 21, 2021.

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.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	NURSE III	NS1068, NS1069, NS1070, NS1071, NS1072, NS1073, NS1074, NS1075, NS1076, NS1077, NS1078, NS1079, NS1080, NS1081, NS1082, NS1083, NS1084, NS1085, NS1086, NS1087, NS1088, NS1089, NS1090, NS1091, NS1092, NS1093, NS1094, NS1095, NS1096	17	39,986.00	BS Nursing	Four (4) Hours Relevant	One (1) Year Relevant	RA 1080	<p>Core Competency: <i>Exemplifying Integrity, Professionalism, Service Excellence ;</i> Organizational Competency: <i>Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ;</i></p> <p>Technical Competency: <i>Care Management, Diversity Management, Implementing Health Policies & REgulations, Nursing Care, Patient-Centered Care, People Management</i></p>	Nursing Services

2	NURSE II	NS1442, NS1443, NS1444, NS1445, NS1446, NS1447, NS1448, NS1449, NS1450, NS1451, NS1452, NS1453, NS1454, NS1455, NS1456, NS1457, NS1458, NS1459, NS1460	16	36,628.00	BS Nursing	Four (4) Hours Relevant	One (1) Year Relevant	RA 1080	<p>Core Competency: <i>Exemplifying Integrity, Professionalism, Service Excellence ;</i> <i>Organizational Competency: Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ;</i></p> <p>Technical Competency: <i>Care Management, Diversity Management, Drugs & Medicine Management, Implementing Health Policies & RElations, Nursing Care, People Management</i></p>	Nursing Services
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3	NURSE I	NS1501, NS1502, NS1503, NS1504, NS1505, NS1506, NS1507, NS1508, NS1509, NS1510, NS1511, NS1512, NS1513, NS1514, NS1515, NS1516, NS1517, NS1518, NS1519, NS1520, NS1521, NS1522, NS1523, NS1524, NS1525, NS1526, NS1527, NS1528, NS1529, NS1530, NS1531, NS1532, NS1533, NS1534, NS1535, NS1536, NS1537, NS1538, NS1539, NS1540, NS1541, NS1542, NS1543, NS1544, NS1545, NS1546, NS1547, NS1548, NS1549, NS1550, NS1551, NS1552	15	33,575.00	BS Nursing	None Required	None Required	RA 1080	Core Competency: <i>Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competency: Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ;</i> Technical Competency: <i>Care Management, Diversity Management, Nursing Care, Patient-Centered Care, People Management</i>	Nursing Services
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1	MEDICAL TECHNOLOGIST II	MS231, MS464	15	33,575.00	BS Medical Technology or Public Health	Four (4) Hours Relevant	One (1) Year Relevant	RA 1080	<p>Core Competency: <i>Exemplifying Integrity, Professionalism, Service Excellence ;</i> Organizational Competency: <i>Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness & Commitment ;</i></p> <p>Technical Competency: <i>Attention to Details, Data Recording & Reporting, Diversity Management, Operating Medical Machines, Equipment & Tools, People Management, Respecting & Caring for Patients</i></p>	Medical Services

2	MEDICAL TECHNOLOGIST I	MS261, MS262, MS263, MS396, MS465, MS466, MS485	11	23,877.00	BS Medical Technology or Public Health	None Required	None Required	RA 1080	Core Competency: <i>Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competency: Effective Communication Skills, Effective InterpEnergeyersonal Relations, Organizational Awareness & Commitment ;</i> Technical Competency: <i>Attention to Details, Data Recording & Reporting, Energy to Work, Operating Medical Machines, Equipment & Tools, Process Management</i>	Medical Services
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