

**PHILIPPINE HEART CENTER**  
**NOTICE OF VACANCY**

Date of Posting : November 11, 2021

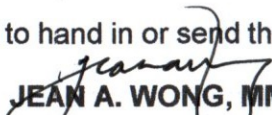
No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V	HS2213	18	₱43,681.00	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	not applicable	General Services Division
2	Administrative Officer I	HS2215	11	₱23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	not applicable	General Services Division
3	Administrative Assistant III (Communications Equipment Operator III)	HS2225	9	₱19,593.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Appropriate License (MC 11, s.96-Cat. II)	not applicable	General Services Division
4	Food Service Supervisor II	HS2335	11	₱23,877.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility / RA 1080	not applicable	Nutrition and Dietetics Division
5	Food Service Supervisor I	HS2340, HS2341	9	₱19,593.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility / RA 1080	not applicable	Nutrition and Dietetics Division

6	Audio-Visual Aids Technician III	ES1986	10	₱21,205.00	High School Graduate or Completion of relevant vocational / trade course	8 hours of relevant training	2 years of relevant experience	Equipment Technician (MC 11, s. 96 - Cat. III)	not applicable	Education, Training & Research Services
---	----------------------------------	--------	----	------------	--	------------------------------	--------------------------------	--	----------------	---

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 23, 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](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.**