



Republic of the Philippines  
PHILIPPINE HEART CENTER  
Request for Publication of Vacant Positions  
November 14, 2023

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk III	HS2127	6	17,553.00	Completion of two-year studies in college	None required	None required	CS Subprofessional / 1st level	<b>Core Competencies</b> - Exemplifying Integrity, Professionalism, Service Excellence ; <b>Organizational Competencies</b> - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; <b>Technical Competencies</b> - Attention to details, Data Recording and Reporting, Equipment, Materials and Supplies Management, Managing Work, Providing Support and Services, and Technical Writing	Procurement Division
2	Food Server	HS2365	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat. III)	<b>Core Competencies</b> - Exemplifying Integrity, Professionalism, Service Excellence ; <b>Organizational Competencies</b> - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; <b>Technical Competencies</b> - Data Recording and Reporting, Equipment, Materials and Supplies Management, Occupational Safety and Health Knowledge, Patient Centered Care, and Nutrition and Dietetics Division	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](mailto:phccareers1@gmail.com) until **November 26, 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](http://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.**