



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
Request for Publication of Vacant Positions  
November 28, 2023

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 I	HS2295	10	23,176.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / 2nd level eligibility	<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> - Records Management, Computer Skills, Managing Work, Providing Services & Technical Writing	Patient Services Division
2	Clerk III	HS2310 & HS2313	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	Patient Services 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 **December 10, 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.**