



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
December 27, 2023

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable) (if applicable)	
1	Administrative Aide VI	MS267, MS469	6	PHP 17,553.00	Completion of two years studies in College	None required	None required	CS Subprofessional/ First Level Eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Energy to Work Data Recording and Reporting Managing Work Facility and Equipment Records Management Providing Support and Services	Laboratory Medicine Division Electrophysiology Division
2	Laboratory Technician I	MS269, MS272	6	PHP 17,553.00	Completion of two years studies in College	None required	None required	Laboratory Technician (MC No. 10, s.2013-Cat II)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment Promoting Innovation TECHNICAL COMPETENCIES Diversity Management Managing Conflict Patient-Centered Care Providing Support and Services	Laboratory Medicine Division
3	Administrative Assistant II	MS161	8	PHP 19,744.00	Completion of two years studies in College	4 hours relevant training	1 year relevant experience	CS Subprofessional/ First Level Eligibility	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Diversity Management Computer Skills Managing Work Records Management Respecting and Caring for Patients Providing Support and Services	Radiological Sciences Division

4	Medical Technologist I	MS438, MS435, MS430	11	PHP 27,000.00	Bachelor's degree in Medical Technology or Public Health	None required	None required	RA 1080 (Medical Technologist)	<p>CORE COMPETENCIES</p> <p>Exemplifying Integrity</p> <p>Professionalism</p> <p>Service Excellence</p> <p>ORGANIZATIONAL COMPETENCIES</p> <p>Effective Communications Skills</p> <p>Effective Interpersonal Relations</p> <p>Organizational Awareness and Commitment</p> <p>TECHNICAL COMPETENCIES</p> <p>Attention to Details</p> <p>Data Recording and Reporting</p> <p>Energy to Work</p> <p>Operating Medical Machines, Equipment and Tools</p> <p>Process Management</p>	Non-Invasive Cardiology Division
5	Radiologic Technologist II	MS153, MS154	15	PHP 36,619.00	Bachelor's degree in Radiologic Technology	4 hours of training in Radiologic Technology	1 year of experience in Radiologic Technology	RA 1080 (Radiologic Technologist)	<p>CORE COMPETENCIES</p> <p>Exemplifying Integrity</p> <p>Professionalism</p> <p>Service Excellence</p> <p>ORGANIZATIONAL COMPETENCIES</p> <p>Effective Communications Skills</p> <p>Effective Interpersonal Relations</p> <p>Organizational Awareness and Commitment</p> <p>Promoting Innovation</p> <p>TECHNICAL COMPETENCIES</p> <p>Diversity Management</p> <p>Equipment, Materials and Supplies Management</p> <p>Operating Medical Machines, Equipment and Tools</p> <p>Providing Support and Services</p> <p>Respecting and Caring for Patients</p>	Radiological Sciences Division
6	Medical Specialist IV	MS314	25	PHP 102,690.00 (FULL TIME)	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/management learning and development intervention	4 years of supervisory/management experience	RA 1080 (Physician)	<p>CORE COMPETENCIES</p> <p>Exemplifying Integrity</p> <p>Professionalism</p> <p>Service Excellence</p> <p>ORGANIZATIONAL COMPETENCIES</p> <p>Effective Communications Skills</p> <p>Effective Interpersonal Relations</p> <p>Organizational Awareness and Commitment</p> <p>Promoting Innovation</p> <p>LEADERSHIP COMPETENCIES</p> <p>Building Collaborative and Inclusive Working Relationship</p> <p>Leading Change</p> <p>Managing Performance and Coaching for Results</p> <p>Thinking Strategically and Creatively</p> <p>TECHNICAL COMPETENCIES</p> <p>Case Management</p> <p>Continuous Development</p> <p>Learning Facilitation</p> <p>Patient-Centered Care</p> <p>Performance Management Standards</p> <p>Procurement Planning and Management</p> <p>Technical Consulting</p>	Pulmonary Medicine 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 **January 8, 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.