



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
 Request for Publication of Vacant Positions  
January 8, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Information Systems Analyst I	EO27	12	PHP 29,165.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional / 2nd Level	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Computer Skills Information Management Information, Security, Risk Management Assurance Networks, Telecommunication, Wireless, and Mobility Knowledge	Management Information Systems Division
2	Management & Audit Analyst II	EO26	15	PHP 36,619.00	Bachelor's Degree relevant to the job	4 Hours of Relevant Training	1 Year of Relevant Experience	CS Professional / 2nd Level	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Achieving High Standards Attention to Details Audit Planning Managing Work	Management Information Systems 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 **January 19, 2024**.

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.