



Republic of the Philippines
PHILIPPINE HEART CENTER
Request for Publication of Vacant Positions
August 24, 2023

| No. | Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|----------------|--------------------|--------------|----------------|-------------------------|------------------------------|-------------------------------|--|--|--------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Assistant Chef | HS2349 | 8 | 19,744.00 | High School Graduate | 4 hours of relevant training | 1 year of relevant experience | None required (MC 10, s.2013 - Cat. III) | Core Competencies - Exemplifying Integrity, Professionalism, Service Excellence ; Organizational Competencies - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; Technical Competencies - Equipment, Materials and Supplies Management, Managing Work, Occupational Safety and Health Knowledge, Patient Centered Care and Nutrition and Dietetics Services | 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 until **September 4, 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.