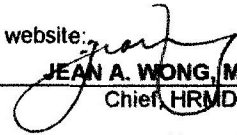


Republic of the Philippines
PHILIPPINE HEART CENTER
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Philippine Heart Center in the CSC website:


JEAN A. WONG, MMPA
Chief, HRMD

Date: November 24, 2021

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer	HS2108	22	PHP 68,415	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional / 2nd level eligibility	Not applicable	Procurement Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the email address below not later than December 05, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of Authenticated certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send through email their application to:

JEAN A. WONG, MMPA
Chief, Human Resource Management Division
8th Flr. Medical Arts Bldg. Philippine Heart Center, East Ave., Quezon City
phccareers1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.