



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
January 19, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide VI	MS375	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 Data Reporting and Encoding Managing Work Records Management Providing Support and Services	Clinical Cardiology Division
2	Medical Technologist II	MS224	15	PHP 36,619.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours relevant training	1 year relevant experience	RA 1080 (Medical Technologist)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Achieving High Standards Attention to Details Continuous Development Learning Facilitation Management Acumen Operating Medical Machines, Equipment and Tools People Management Research and Analysis	Laboratory Medicine Division
3	Medical Technologist III	MS216	18	PHP 46,725.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	8 hours relevant training	2 years relevant experience	RA 1080 (Medical Technologist)	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment TECHNICAL COMPETENCIES Achieving High Standards Attention to Details Continuous Development Learning Facilitation Management Acumen Operating Medical Machines, Equipment and Tools People Management Research and Analysis	Laboratory Medicine Division

4	Medical Specialist IV	MS516	25	PHP 102,690.00	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	CS Professional / Second Level	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment LEADERSHIP COMPETENCIES Building Collaborative and Inclusive Working Relationship Leading Change Managing Performance and Coaching for Results Thinking Strategically and Creatively TECHNICAL COMPETENCIES Case Management Continuous Development Learning Facilitation Patient-Centered Care Performance Management Standards Procurement Planning and Management Technical Consulting	Out-Patient Division
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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 31, 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)
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.