

**PHILIPPINE HEART CENTER
NOTICE OF VACANCY**

Date of Posting : February 14, 2020

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant II	HS1870	16	35,106.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	4 hours relevant training	1 year relevant experience	RA 1080	N/A	Accounting Division
2	Administrative Assistant I	HS1889	7	16,458.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional	N/A	Accounting Division
3	Budget Officer II	HS1893	15	32,053.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Professional	N/A	Budget Division
4	Budget Officer I	HS1894	11	22,316.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional	N/A	Budget Division
5	Cashier I	HS1915, HS1916, HS1917	10	20,219.00	Bachelor's Degree	None required	None required	CS Professional	N/A	Treasury Division
6	Administrative Officer III	HS1953	18	42,159.00	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	CS Professional	N/A	Procurement Division

7	Administrative Officer II	HS1957	15	32,053.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Professional	N/A	Procurement Division
8	Clerk III	HS1968	6	15,524.00	Completion of 2 years studies in college	None required	None required	CS Subprofessional	N/A	Procurement Division
9	Human Resource Management Assistant	HS1999, HS1993	8	17,505.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Subprofessional	N/A	Human Resource Management Division
10	Administrative Officer IV	HS2050	15	32,053.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Professional	N/A	General Services Division
11	Assistant Chef	HS2165	8	17,505.00	High School Graduate	4 hours relevant training	1 year relevant experience	None required (MC 11, s.96 - Cat. III)	N/A	Nutrition and Dietetics Division

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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 hand in or send through courier/email their application to:

JEAN A. WONG

Acting Chief, Human Resource Management Division
8th Flr. Medical Arts Bldg. Philippine Heart Center, East Ave., Quezon City
hrd@phc.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.