

**PHILIPPINE HEART CENTER  
NOTICE OF VACANCY**

Date of Posting : March 3, 2020

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Department Manager III	HS1863	26	109,593.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	CS Professional / RA1080	N/A	Finance Services Department
2	Department Manager III	HS1971	26	109,593.00	Master's degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	5 years of supervisory/management experience	CS Professional / RA1080	N/A	Hospital Support Services
3	Administrative Assistant III	HS1895	9	18,784.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Subprofessional	N/A	Budget Division
4	Cashier I	HS1920	10	20,219.00	Bachelor's Degree relevant to the job	None required	None required	CS Professional	N/A	Treasury Division
5	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

6	Chief Administrative Officer	HS1973	24	85,074.00	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience	CS Professional / RA1080	N/A	Human Resource Management Division
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 16, 2020.

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](mailto:hrd@phc.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**