

**PHILIPPINE HEART CENTER  
NOTICE OF VACANCY**

Date of Posting : March 6, 2020

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 V	HS2264	5	14,641.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub professional	N/A	Pharmacy Division
2	Storekeeper II	HS2085	6	15,524.00	Completion of 2 years studies in college	None required	None required	CS Sub professional	N/A	Property and Supply Management Division
3	Administrative Assistant I	HS2082	7	16,458.00	Completion of 2 years studies in college	None required	None required	CS Sub professional	N/A	Property and Supply Management Division
4	Nutritionist-Dietitian I	HS2147	11	22,316.00	Bachelor's degree in Nutrition, Dietetics or Community Nutrition	None required	None required	RA1080	N/A	Nutrition and Dietetics Division
5	Clerk III	HS2133	6	15,524.00	Completion of 2 years studies in college	None required	None required	CS Sub professional	N/A	Patient Services Division
6	Administrative Assistant II	HS1965	8	17,505.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub professional	N/A	Procurement Division
7	Food Service Supervisor I	HS2157	9	18,784.00	Bachelor's degree relevant to the job	None required	None required	CS Professional / RA1080	N/A	Nutrition and Dietetics Division

8	Accounting Clerk III	HS1886	8	17,505.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	CS Sub professional	N/A	Accounting 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 23, 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.**