



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
 Request for Publication of Vacant Positions  
April 25, 2024

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Cashier I	HS2344	10	PHP 23,176.00	Bachelor's degree	None required	None required	CS Professional / 2nd level eligibility	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Accounting Proficiency Attention to Details Cash Management Data Recording and Reporting Planning, Organizing and Delivering	Nutrition & Dietetics Division
2	Nutritionist-Dietitian I	HS2327 & HS 2333	11	27,000.00	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080 (Nutritionist Dietitian)	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Attention to Details Health Promotion & Health Education Nutrition & Dietetics Services Patient - Centered Care	Nutrition & Dietetics Division
3	Medical Technologist II	MS230, MS226	15	36,619.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant Training	1 year relevant experience	RA 1080 (Medical Technologist)	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> 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 Technologist V	MS381	22	PHP 71,511.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	16 hours of relevant Training	3 years relevant experience	RA 1080 (Medical Technologist)	<p><b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence</p> <p><b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment</p> <p><b>TECHNICAL COMPETENCIES</b> Achieving High Standards Attention to Details Continuous Development Learning Facilitation Management Acumen Operating Medical Machines, Equipment and Tools People Management Research and Analysis</p>	Invasive Cardiology Division
5	Occupational Therapist I	MS298	11	PHP 27,000.00	Bachelor's Degree in Occupational Therapy	None required	None required	RA 1080 (Occupational Therapist)	<p><b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence</p> <p><b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment</p> <p><b>TECHNICAL COMPETENCIES</b> Care Management Case Management Diversity Management Medical Knowledge Patient-centered care</p>	Physical Medicine and Rehabilitation Division
6	Clerk III	NS988	6	PHP 17,553.00	Completion of two years studies in college	None Required	None Required	CS Subprofessional / First Level Eligibility	<p><b>CORE COMPETENCIES:</b> Exemplifying Integrity Professionalism Service Excellence ;</p> <p><b>ORGANIZATIONAL COMPETENCIES</b> Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness &amp; Commitment ;</p> <p><b>TECHNICAL COMPETENCIES</b> Attention to Details, Audit Planning, Managing Work, Providing Support and Services, Energy to Work</p>	Nursing Service

7	Administrative Assistant II	NS1555	8	PHP 19,744.00	Completion of two years studies in college	4 Hours of Relevant Training	1 Year relevant experience	CS Subprofessional / First Level Eligibility	<b>CORE COMPETENCIES</b> Exemplifying Integrity Professionalism Service Excellence <b>ORGANIZATIONAL COMPETENCIES</b> Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment <b>TECHNICAL COMPETENCIES</b> Diversity Management Computer Skills Managing Work Records Management Respecting and Caring for Patients Providing Support and Services	Nursing Service
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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](mailto:phccareers1@gmail.com) until **May 5, 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](http://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.