

**PHILIPPINE HEART CENTER
NOTICE OF VACANCY**

Date of Posting : July 17, 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 Assistant II	HS2128	8	17,505.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CS Sub professional	N/A	Patient Services Division
2	Clerk III	HS2133	6	15,524.00	Completion of two years studies in college	None required	None required	CS Sub professional	N/A	Patient Services Division

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
phccareers1@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.