



Republic of the Philippines  
**PHILIPPINE HEART CENTER**  
Request for Publication of Vacant Positions  
January 3, 2024

No	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Cash Clerk III	HS2084	8	19,744.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	CS Sub professional / 1st Level Eligibility	<b>Core Competencies</b> - Exemplifying Integrity, Professionalism, Service Excellence ; <b>Organizational Competencies</b> - Effective Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; <b>Technical Competencies</b> - Accounting Proficiency, Attention to Details, Cash Management, Data Recording and Reporting, Planning, Organizing & Delivering	Treasury Division
2	Credit Officer I	HS2059	9	21,211.00	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 Communication Skills, Effective Interpersonal Relations, Organizational Awareness and Commitment, Promoting Innovation ; <b>Technical Competencies</b> - Accounting Proficiency, Attention to Details, Cash Management, Data Recording and Reporting, Planning, Organizing & Delivering	Treasury Division

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 **January 14, 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.**