



Republic of the Philippines  
PHILIPPINE HEART CENTER  
Request for Publication of Vacant Positions  
November 9, 2023

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 IV	HS2262	4	15,586.00	Elementary School Graduate	None required	None required	None required (MC 10, s.2013 - Cat. III)	<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> - Attention to details, Data Recording and Reporting, Equipment, Materials and Supplies Management, Managing Work, & Providing Support and Services	Hospital Support Services

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 **November 20, 2023**

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.**