



Republic of the Philippines
PHILIPPINE HEART CENTER
 Request for Publication of Vacant Positions
December 11, 2023

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	DEPARTMENT MANAGER III	ES1735	26	116,040.00	Master's Degree or Certificate in Leadership and Management from the CSC	5 Years of Supervisory / Management Experience	120 Hours of Supervisory / Management Learning and Development Intervention	CS Professional / 2nd Level	CORE COMPETENCIES Exemplifying Integrity Professionalism Service Excellence ORGANIZATIONAL COMPETENCIES Effective Communications Skills Effective Interpersonal Relations Organizational Awareness and Commitment Promoting Innovation LEADERSHIP COMPETENCIES Building Collaborative and Inclusive Working Relationship Leading Change Managing Performance and Coaching for Results Thinking Strategically and Creatively TECHNICAL COMPETENCIES Achieving High Standards Government and Departmental Policies Management Acumen Performance Management Standards Planning, Organizing and Delivering Preparation of Budget Plans and Annual Budget Submissions	Clinical Research Department

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 until **December 24, 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)
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.