

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES PGH MANILA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES PGH MANILA in the CSC website:

Ms. Marjorie L. Torres

HRMO

Date: 15-Jul-19

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Laboratory Technician III	UPSB- LABT3-52- 1998	10	19233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofession al) Laboratory Technician (MC 10, s. 2013 - Cat. II) First Level Eligibility	Pls. see attached Annex P.M-9	Philippine General Hospital
2	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6- 2331-2004	6	14847	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-2	Philippine General Hospital
3	Administrative Assistant III (Mechanical Plant Operator III)	UPSB- ADAS3-1453- 2004	9	17975	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-18	Philippine General Hospital

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4	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2330-2004	6	14847	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-2	Philippine General Hospital
5	Occupational Therapist II	UPSB-OT2-283-2018	15	30531	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-8	Philippine General Hospital
6	Draftsman II	UPSB-DFM2-12-1998	8	16758	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Draftsman (MC 10, s. 2013 - Cat. II) First Level Eligibility	Pls. see attached Annex O-12	Philippine General Hospital
7	Physical Therapist II	UPSB-PHT2-20-1998	15	30531	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-7	Philippine General Hospital
8	Physical Therapist II	UPSB-PHT2-19-1998	15	30531	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-7	Philippine General Hospital
9	Administrative Assistant III (Mechanical Plant Operator III)	UPSB-ADAS3-1459-2004	9	17975	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-18	Philippine General Hospital
10	Occupational Therapist II	UPSB-OT2-285-2018	15	30531	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-8	Philippine General Hospital

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11	Administrative Aide VI (Communications Equipment Operator II)	UPSB-ADA6-1907-2004	6	14847	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Communications Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex P-4	Philippine General Hospital
12	Administrative Aide IV (Communications Equipment Operator I)	UPSB-ADA4-3014-2004	4	13214	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex P-3	Philippine General Hospital
13	Administrative Aide IV (Communications Equipment Operator I)	UPSB-ADA4-3017-2004	4	13214	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex P-3	Philippine General Hospital
14	Administrative Aide V (Carpenter II)	UPSB-ADA5-719-2004	5	14007	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-4	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 27, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and

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4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Ms. Marjorie L. Torres

Chief Administrative Officer

UP-PGH, Taft Avenue, Manila

hrdd.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.