



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
HUMAN RESOURCE DEVELOPMENT DIVISION
University of the Philippines Manila
Taft Avenue, Manila

(PHIC-Accredited Health Care Provider)
ISO 9001-2008 Certified

JOB OPENING

POSITION: **Mechanical Plant Supervisor II**
SALARY GRADE: **13**
PLACE OF ASSIGNMENT: **OFFICE OF ENGINEERING & TECHNICAL SERVICES**

CSC QUALIFICATION REQUIREMENTS:

- **Education:** Bachelor's degree in Mechanical Engineering
- **Experience:** None required
- **Training:** None required
- **Eligibility:** RA 1080


COMPETENCIES/SKILLS REQUIRED (by the end user) :

- Ability to effectively and efficiently plan, supervise and monitor the preventive maintenance works of equipment under the Mechanical Plant Section
- Ability to prepare promptly with accuracy and completeness the necessary specifications needed in the performance of the section's daily tasks.
- Ability to prepare promptly with accuracy and completeness the necessary documents needed by the section in its operation and preventive maintenance programs
- Ability to effectively supervise and monitor staff to obtain reliable and economic operation of the section
- Ability to perform effectively and accurately other tasks assigned by the immediate supervisor
- Ability to come on time during official functions, engagement and meetings
- Ability to deal with clients, co-employees and other parties in a professional manner and conforming to ethical standards
- Ability to project a positive and pleasant outlook through personal grooming and dressing
- Ability to deal with superiors courteously and with fellow employees fairly, and inspire people to achieve the hospital's goals

Interested applicants may come to the Recruitment and Placement Section, Human Resource Development Division with complete credentials not later than _____

Noted:


MARJORIE L. TORRES
Chief, HRDD


OLIVE B. RIVERA
Supervising Administrative Officer