

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: 08-Aug-19

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No.       | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards   |                                  |                                      |   |                                  | Place of Assignment            |
|-----|--|-----------------------------|---------------------------------|-------------------|---|----------------------------------|--------------------------------------|---|----------------------------------|--------------------------------|
|     |  |                             |                                 |                   | Education   | Training                         | Experience                           | Eligibility   | Competency<br>(if applicable)    |                                |
| 1   | Health Physicist<br>III                                      | UPSB-<br>HPHY3-2-<br>1998   | 22                              | 65319             | Bachelor's<br>degree relevant<br>to the job                                   | 16 hours of<br>relevant training | 3 years of<br>relevant<br>experience | Career Service<br>(Professional)<br>Second Level<br>Eligibility | Pls. see attached<br>Annex R-7   | Philippine General<br>Hospital |
| 2   | Medical<br>Technologist I                                    | UPSB-<br>MDTK1-7-<br>1998   | 11                              | 20754             | Bachelor's<br>degree in<br>Medical<br>Technologist/<br>BS in Public<br>Health | None required                    | None required                        | RA 1080   | Pls. see attached<br>Annex P.M-2 | Philippine General<br>Hospital |
| 3   | Medical<br>Technologist II                                   | UPSB-<br>MDTK2-190-<br>1998 | 15                              | 30531             | Bachelor's<br>degree in<br>Medical<br>Technologist/<br>BS in Public<br>Health | 4 hours of<br>relevant training  | 1 year of<br>relevant<br>experience  | RA 1080   | Pls. see attached<br>Annex P.M-2 | Philippine General<br>Hospital |

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |                              |                                |             |                                | Place of Assignment         |
|-----|--|-----------------------|---------------------------------|-------------------|--|------------------------------|--------------------------------|-------------|--------------------------------|-----------------------------|
|     |  |                       |                                 |                   | Education  | Training                     | Experience                     | Eligibility | Competency<br>(if applicable)  |                             |
| 4   | Nutritionist-Dietitian II                                    | UPSB-ND2-27-1998      | 15                              | 30531             | Bachelor's degree major in Nutrition, Dietetics or Community Nutrition | 4 hours of relevant training | 1 year of relevant experience  | RA 1080     | Pls. see attached Annex D      | Philippine General Hospital |
| 5   | Nutritionist-Dietitian III                                   | UPSB-ND3-11-1998      | 18                              | 40637             | Bachelor's degree major in Nutrition, Dietetics or Community Nutrition | 8 hours of relevant training | 2 years of relevant experience | RA 1080     | Pls. see attached Annex D-1    | Philippine General Hospital |
| 6   | Occupational Therapist II                                    | UPSB-OT2-11-1998      | 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 |
| 7   | Occupational Therapist II                                    | UPSB-OT2-15-1998      | 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 |
| 8   | Psychologist II  | UPSB-PSY2-226-2018    | 15                              | 30531             | Bachelor's degree in Psychology  | 4 hours of relevant training | 1 year of relevant experience  | RA 1080     | Pls. see attached annex P.M-12 | Philippine General Hospital |

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|-----|--|-----------------------------|---------------------------------|-------------------|---|---------------------------------|-------------------------------------|----------------------------|-----------------------------------|--------------------------------|
|     |  |                             |                                 |                   | Education   | Training                        | Experience                          | Eligibility                | Competency<br>(if applicable)     |                                |
| 9   | Radiologic<br>Technologist II                                | UPSB-RT2-<br>33-1998        | 15                              | 30531             | Bachelor's<br>degree in<br>Radiologic<br>Technology | None required                   | None required                       | RA 1080                    | Pls. see attached<br>annex R-1    | Philippine General<br>Hospital |
| 10  | Respiratory<br>Therapist II                                  | UPSB-<br>RSTH2-226-<br>2018 | 14                              | 27755             | Bachelor's<br>degree relevant<br>to the job         | 4 hours of<br>relevant training | 1 year of<br>relevant<br>experience | RA 1080                    | Pls. see attached<br>Annex P.M-5  | Philippine General<br>Hospital |
| 11  | Respiratory<br>Therapist II                                  | UPSB-<br>RSTH2-227-<br>2018 | 14                              | 27755             | Bachelor's<br>degree relevant<br>to the job         | 4 hours of<br>relevant training | 1 year of<br>relevant<br>experience | RA 1080                    | Pls. see attached<br>Annex P.M-5  | Philippine General<br>Hospital |
| 12  | Speech<br>Therapist II                                       | UPSB-STH2-<br>230-2018      | 14                              | 27755             | Bachelor's<br>degree relevant<br>to the job         | 4 hours of<br>relevant training | 1 year of<br>relevant<br>experience | RA 1080                    | Pls. see attached<br>Annex P.M-13 | Philippine General<br>Hospital |
| 13  | Speech<br>Therapist II                                       | UPSB-STH2-<br>231-2018      | 14                              | 27755             | Bachelor's<br>degree relevant<br>to the job         | 4 hours of<br>relevant training | 1 year of<br>relevant<br>experience | RA 1080                    | Pls. see attached<br>Annex P.M-13 | Philippine General<br>Hospital |
| 14  | Speech<br>Therapist II                                       | UPSB-STH2-<br>231-2018      | 14                              | 27755             | Bachelor's<br>degree relevant<br>to the job         | 4 hours of<br>relevant training | 1 year of<br>relevant<br>experience | RA 1080                    | Pls. see attached<br>Annex P.M-13 | Philippine General<br>Hospital |
| 15  | Administrative<br>Aide III ( Utility<br>Worker II)           | UPSB-ADA3-<br>4350-2004     | 3                               | 12466             | Must be able to<br>read and write                   | None required                   | None required                       | MC 10, s.2013-<br>Cat. III | Pls. see attached<br>Annex J      | Philippine General<br>Hospital |

| No. | Position Title<br>(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)     |                             |
| 16  | Administrative Aide VI<br>(Mechanical Plant Operator II)                          | UPSB-ADA6-2326-2004  | 6                      | 14847          | High School Graduate of 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 |
| 17  | Administrative Aide VI<br>(Electronics and Communications Equipment Technician I) | UPSB-ADA6-2202-2004  | 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 | Electronics Equipment Technician (MC 10, s. 2013 - Cat. II) | Pls. see attached Annex O-19   | Philippine General Hospital |
| 18  | Laboratory Aide II  | UPSB-LABA2-178-1998  | 4                      | 13214          | Elementary School Graduate   | None required                | None required                 | None required (MC 10, s.2013- Cat. III)                     | Pls. see attached P.H-6        | Philippine General Hospital |
| 19  | Midwife II  | UPSB-MDWF2-233-2018  | 11                     | 20754          | Completion of Midwifery course   | 4 hours of relevant training | 1 year of relevant experience | RA 1080   | Pls. see attached annex P.M-10 | Philippine General Hospital |
| 20  | Administrative Officer IV   | UPSB-ADOF4-1025-2004 | 15                     | 30531          | Bachelor's degree relevant to the job  | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional) Second Level Eligibility      | Pls. see attached annex K-1    | Philippine General Hospital |
| 21  | Administrative Aide III ( Utility Worker II)                                      | UPSB-ADA3-4398-2004  | 3                      | 12466          | Must be able to read and write   | None required                | None required                 | MC 10, s.2013- Cat. III                                     | Pls. see attached Annex J      | Philippine General Hospital |

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|     |  |                      |                        |                | Education  | Training   | Experience                                    | Eligibility   | Competency (if applicable)     |                             |
| 22  | Pharmacist VI  | UPSB-PH6-200-2010    | 24                     | 83406          | Master's degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years | 4 years of supervisory/ management experience | RA 1080   | Pls. see attached Annex P.H-5  | Philippine General Hospital |
| 23  | Laboratory Aide II                                     | UPSB-LABA2-175-1998  | 4                      | 13214          | Elementary School Graduate   | None required  | None required                                 | None required (MC 10, s.2013-Cat. III)                      | Pls. see attached annex L.B-2  | Philippine General Hospital |
| 24  | Administrative Officer V (Cashier III)                 | UPSB-ADOF5-1066-2004 | 18                     | 40637          | Bachelor's degree  | 8 hours of relevant training   | 2 years of relevant experience                | Career Service (Professional) Second Level Eligibility      | Pls. see attached Annex C-2    | Philippine General Hospital |
| 25  | Administrative Assistant II (Master Tailor II)         | UPSB-ADAS2-2624-2004 | 8                      | 16758          | High School Graduate of Completion of relevant vocational/trade course   | 4 hours of relevant training   | 1 year of relevant experience                 | MC 10, s.2013-Cat. III                                      | Pls. see attached annex P.S-11 | Philippine General Hospital |
| 26  | Administrative Aide VI (Clerk III)                     | UPSB-ADA6-2083-2004  | 6                      | 14847          | Completion of two years studies in College                               | 4 hours of relevant training   | 1 year of relevant experience                 | Career Service (Sub-professional) / First Level Eligibility | Pls. see attached annex A-7    | Philippine General Hospital |
| 27  | Psychologist II  | UPSB-PSY2-227-2018   | 15                     | 30531          | Bachelor's degree in Psychology  | 4 hours of relevant training   | 1 year of relevant experience                 | RA 1080   | Pls. see attached annex P.M-12 | Philippine General Hospital |
| 28  | Psychologist II  | UPSB-PSY2-228-2018   | 15                     | 30531          | Bachelor's degree in Psychology  | 4 hours of relevant training   | 1 year of relevant experience                 | RA 1080   | Pls. see attached annex P.M-12 | Philippine General Hospital |

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|-----|--|----------------------|------------------------|----------------|---------------------------------|------------------------------|-------------------------------|---------------------------------|--------------------------------|-----------------------------|
|     |  |                      |                        |                | Education                       | Training                     | Experience                    | Eligibility                     | Competency (if applicable)     |                             |
| 29  | Psychologist II  | UPSB-PSY2-229-2018   | 15                     | 30531          | Bachelor's degree in Psychology | 4 hours of relevant training | 1 year of relevant experience | RA 1080                         | Pls. see attached annex P.M-12 | Philippine General Hospital |
| 30  | Administrative Assistant II (Painter Foreman)          | UPSB-ADAS2-2589-2004 | 8                      | 16758          | High School Graduate            | 4 hours of relevant training | 1 year of relevant experience | Painter (MC 10, s.2013-Cat. II) | N/A                            | 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 September 02, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
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](mailto:hrdd.uppgh@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**