

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 position, which is authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES PGH MANILA in the CSC website:

Ms. Marjorie L. Torres

HRMO

Date: 16-Jan-20

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 II	UPSB- LABT2-252- 1998	8	16758	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Laboratory Technician (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex P.M-11	Philippine General Hospital
2	Social Welfare Officer II	UPSB- SOCWO2-29- 2018	15	30531	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
3	Social Welfare Officer II	UPSB- SOCWO2-28- 2018	15	30531	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
4	Pharmacist I	UPSB-PH1- 67-2018	11	20754	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
5	Pharmacist I	UPSB-PH1- 54-2018	11	20754	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
6	Pharmacist I	UPSB-PH1- 57-2018	11	20754	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital

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7	Respiratory Therapist II	UPSB-RSTH2-20-2018	14	27755	Bachelor's degree in Respiratory Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-5	Philippine General Hospital
8	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2321-2004	6	14847	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 10, s. 2013 - Cat.II)	Pls. see attached Annex O-2	Philippine General Hospital
9	Precision Instrument Technician III	UPSB-PIPEC3-31-1998	11	20754	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Mechanical / Electrical Equipment Operator (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-17	Philippine General Hospital
10	Administrative Aide V (Carpenter II)	UPSB-ADA5-718-2004	5	14007	Elementary School Graduate	None required	None required	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 January 30, 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
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.