

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: 20-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	Accountant I	UPSB-A1-28-1998	12	22938	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	Pls. see attached Annex A-6	Philippine General Hospital
2	Administrative Aide I ( Utility Worker I )	UPSB-ADA1-836-2004	1	11068	Must be able to read and write	None required	None required	None required	Pls. see attached Annex J	Philippine General Hospital
3	Administrative Aide I ( Utility Worker I )	UPSB-ADA1-841-2004	1	11068	Must be able to read and write	None required	None required	None required	Pls. see attached Annex J	Philippine General Hospital
4	Administrative Aide I ( Utility Worker I )	UPSB-ADA1-804-2004	1	11068	Must be able to read and write	None required	None required	None required	Pls. see attached Annex J	Philippine General Hospital
5	Administrative Aide I ( Utility Worker I )	UPSB-ADA1-833-2004	1	11068	Must be able to read and write	None required	None required	None required	Pls. see attached Annex J	Philippine General Hospital

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6	Administrative Aide III ( Utility Worker II )	UPSB-ADA3-4158-2004	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
7	Administrative Aide III ( Utility Worker II )	UPSB-ADA3-4406-2004	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
8	Administrative Aide IV (Clerk II)	UPSB-ADA4-2982-2004	4	13214	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex G-1	Philippine General Hospital
9	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3018-2004	4	13214	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
10	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3035-2004	4	13214	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
11	Administrative Assistant II (Clerk IV )	UPSB-ADAS2-2330-2004	8	16758	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 G-2	Philippine General Hospital
12	Computer Maintenance Technologist II	UPSB-CTMT2-212-2018	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 I.S-4	Philippine General Hospital

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Dentist II	UPSB- DENT2-7- 1998	17	36942	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D.E	Philippine General Hospital
14	Dentist II	UPSB- DENT2-160- 2018	17	36942	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D.E	Philippine General Hospital
15	Dentist II	UPSB- DENT2-161- 2018	17	36942	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D.E	Philippine General Hospital
16	Laboratory Aide II	UPSB- LABA2-121- 1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex P.S-12	Philippine General Hospital
17	Nutritionist- Dietitian II	UPSB-ND2- 19-1998	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
18	Nutritionist- Dietitian II	UPSB-ND2- 21-1998	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

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19	Nutritionist-Dietitian II	UPSB-ND2-28-1998	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
20	Special Police Corporal	UPSB-SPC-62-1998	6	14847	Completion of two years studies in College	None required	None required	RA 1080	Pls. see attached Annex S	Philippine General Hospital
21	Nursing Attendant II	UPSB-NATT2-655-1998	6	14847	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat.III)	Pls. see attached Annex A.H	Philippine General Hospital
22	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-1875-2004	6	14847	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex D-8	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 31, 2020.

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.**