

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: 05-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	Machinist III	UPSB-M3-15-1998	9	17975	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Machinist (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-10	Philippine General Hospital
2	Laboratory Technician III	UPSB-LABT3-77-1998	10	19233	Completion of two years studies in College	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Laboratory Technician (MC 10, s. 2013 - Cat. II) First Level Eligibility	Pls. see attached Annex P.M-9	Philippine General Hospital
3	Administrative Aide V (Carpenter II)	UPSB-ADA5-723-2004	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

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4	Administrative Aide V (Carpenter II)	UPSB-ADA5-720-2004	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
5	Administrative Aide VI (Electrician II)	UPSB-ADA6-2219-2004	6	14847	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital
6	Administrative Assistant III (Electrician Foreman)	UPSB-ADAS3-1447-2004	9	17975	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex F-7	Philippine General Hospital
7	Administrative Assistant II (Plumber Foreman)	UPSB-ADAS2-2587-2004	8	16758	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Plumber (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex F-3	Philippine General Hospital
8	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3021-2004	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
9	Metal Worker II	UPSB-MTW2-11-1998	6	14847	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	Metal worker (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-14	Philippine General Hospital

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10	Senior Administrative Assistant I (Mechanical Shop General Foreman)	UPSB-SADAS1-626-2004	13	25232	High School Graduate or completion of relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Mechanic (Automotive Servicing) MC 10, s. 2013 - Cat. II	Pls. see attached Annex F-4	Philippine General Hospital
11	Draftsman III	UPSB-DFM3-21-1998	11	20754	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital
12	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3031-2004	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
13	Administrative Aide VI (Mechanic II)	UPSB-ADA6-2300-2004	6	14847	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing) MC 10, s. 2013 - Cat. II	Pls. see attached Annex O-3	Philippine General Hospital
14	Administrative Aide V (Carpenter II)	UPSB-ADA5-721-2004	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
15	Administrative Aide V (Painter II)	UPSB-ADA5-778-2004	5	14007	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-15	Philippine General Hospital

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16	Administrative Aide V (Painter II)	UPSB-ADA5-779-2004	5	14007	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	Painter (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-15	Philippine General Hospital
17	Physical Therapist II	UPSB-PHT2-222-2018	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
18	Physical Therapist II	UPSB-PHT2-219-2018	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
19	Physical Therapist II	UPSB-PHT2-220-2018	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
20	Physical Therapist II	UPSB-PHT2-221-2018	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
21	Administrative Aide IV (Communications Equipment Operator I)	UPSB-ADA4-2956-2004	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
22	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2324-2004	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

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23	Administrative Aide VI (Communications Equipment Operator II)	UPSB-ADA6-1906-2004	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
24	Administrative Assistant V (Data Entry Machine Operator III)	UPSB-ADAS5-721-2004	11	20754	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s. 96 - Cat. I) First Level Eligibility	Pls. see attached Annex I-S-5	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 20, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
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.