

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: 03-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	Nursing Attendant II	UPSB- NATT2-653- 1998	6	14847	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
2	Nursing Attendant II	UPSB- NATT2-423- 1998	6	14847	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
3	Nurse II	UPSB- NURS2-1134- 1998	15	30531	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N	Philippine General Hospital
4	Nursing Attendant I	UPSB- NATT1-146- 1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
5	Nursing Attendant I	UPSB- NATT1-130- 1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
6	Nursing Attendant I	UPSB- NATT1-173- 1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital

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7	Nursing Attendant I	UPSB-NATT1-132-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
8	Nursing Attendant I	UPSB-NATT1-186-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
9	Nursing Attendant I	UPSB-NATT1-159-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
10	Nursing Attendant I	UPSB-NATT1-191-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
11	Nursing Attendant I	UPSB-NATT1-128-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
12	Nursing Attendant I	UPSB-NATT1-157-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
13	Nursing Attendant I	UPSB-NATT1-142-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
14	Nursing Attendant I	UPSB-NATT1-124-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
15	Nursing Attendant I	UPSB-NATT1-195-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
16	Nursing Attendant I	UPSB-NATT1-112-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital
17	Nursing Attendant I	UPSB-NATT1-164-1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat. III)	Pls. see attached Annex N.A	Philippine General Hospital

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
18	Administrative Assistant II (Accounting Clerk III)	UPSB-ADAS2-2026-2004	8	16758	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex A	Philippine General Hospital
19	Administrative Assistant II (Accounting Clerk III)	UPSB-ADAS2-2022-2004	8	16758	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex A	Philippine General Hospital
20	Administrative Aide VI (Clerk III)	UPSB-ADA6-2103-2004	6	14847	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	Pls.se attached Annex G-1	Philippine General Hospital
21	Administrative Assistant II	UPSB-ADAS2-2340-2004	8	16758	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex G-2	Philippine General Hospital
22	Administrative Assistant III (Storekeeper III)	UPSB-ADAS3-1476-2004	9	17975	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex D - 4	Philippine General Hospital
23	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2277-2004	8	16758	Completion of two years studies in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex G-2	Philippine General Hospital

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24	Nutritionist Dietitian III	UPSB-ND3-17-1998	18	40637	Bachelor's degree major in Nutrition, Dietetics or community Nutrition	2 years of relevant experience	8 hours of relevant training	RA 1080	Pls. see attached Annex D-1	Philippine General Hospital
25	Administrative Aide IV (Clerk II)	UPSB-ADA4-2981-2004	4	13214	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls.se attached Annex G-1	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 14, 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](mailto:hrdd.uppgh@up.edu.ph)

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