

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: 04-Jun-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	Nurse II	UPSB- NURS2-1562- 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
2	Nurse II	UPSB- NURS2-1576- 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
3	Nurse II	UPSB- NURS2-1389- 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	Nurse II	UPSB- NURS2-1449- 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
5	Nursing Attendant II	UPSB- NATT2-554- 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
6	Nurse IV	UPSB- NURS4-140- 1998	19	45269	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex N-1	Philippine General Hospital

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7	Nurse IV	UPSB- NURS4-148- 1998	19	45269	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex N-1	Philippine General Hospital
8	Nurse VI	UPSB- NURS6-42- 1998	22	65319	Bachelor of Science in Nursing with at least 9 units in management course at the graduate level	16 hours of relevant training	3 years experience in general nursing service administration	RA 1080	Pls. see attached Annex N-2	Philippine General Hospital
9	Nursing Attendant I	UPSB- NATT1-164- 1998	4	13214	Elementary School Graduate	None required	None required	None required (MC 10, s. 2013 - Cat.	Pls. see attached Annex N.A	Philippine General Hospital
10	Ward Assistant	UPSB- WARDA-66- 1998	7	15738	Completion of two (2) years studies in College	None required	None required	Career Service (Sub- professional) / First Level Eligibility	Pls. see attached Annex N.A-1	Philippine General Hospital
11	Administrative Aide III (Utility Worker II)	UPSB-ADA3- 4226-2004	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
12	Administrative Aide III (Utility Worker II)	UPSB-ADA3- 4230-2004	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
13	Executive Assistant I	UPSB-EXA1- 7-1998	14	27755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex K-6	Philippine General Hospital

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14	Executive Assistant I	UPSB-EXA1- 8-1998	14	27755	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex K-7	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 June 17, 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.uppgph@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.