

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-Oct-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	Administrative Aide VI (Clerk III)	UPSB-ADA6-2083-2004	6	14847	Completion of two (2) 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 A-7	Philippine General Hospital
2	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-1878-2004	6	14847	Completion of two (2) 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 A-4	Philippine General Hospital
3	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-2417-2004	6	14847	Completion of two (2) 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 A-4	Philippine General Hospital
4	Administrative Aide III (Clerk I)	UPSB-ADA3-4398-2004	3	12466	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached annex M.S-1	Philippine General Hospital
5	Administrative Aide IV (Clerk II)	UPSB-ADA4-2961-2004	4	13214	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached annex G-1	Philippine General Hospital

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Administrative Officer II	UPSB-ADOF2-634-2004	11	20754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached annex K-3	Philippine General Hospital
7	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4232-2004	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	Pharmacist II	UPSB-PH2-34-2018	15	30531	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached annex P.H-1	Philippine General Hospital
9	Laboratory Technician II	UPSB-LABT2-269-1998	8	16758	Completion of two (2) 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-22	Philippine General Hospital
10	Laboratory Technician II	UPSB-LABT2-254-1998	8	16758	Completion of two (2) 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-22	Philippine General Hospital
11	Administrative Officer IV (Human Resource Management Officer II)	UPSB-ADOF4-1128-2004	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached annex H-3	Philippine General Hospital
12	Administrative Officer IV (Human Resource Management Officer II)	UPSB-ADOF4-1129-2004	15	30531	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached annex H-3	Philippine General Hospital
13	Administrative Aide V (Mason II)	UPSB-ADA5-725-2004	5	14007	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	MC 10, s. 2013 - Cat. III	Pls. see attached O-16	Philippine General Hospital
14	Administrative Assistant II	UPSB-ADAS2-2166-2004	8	16758	Completion of two (2) 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

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
15	Administrative Officer II	UPSB-ADOF2-637-2004	11	20754	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached annex K-3	Philippine General Hospital
16	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-1875-2004	6	14847	Completion of two (2) 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 A-4	Philippine General Hospital
17	Administrative Officer III (Supply Officer II)	UPSB-ADOF3-933-2004	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 P.S-13	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 October 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 [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.**