

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: 12-Feb-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	Medical officer IV	UPSB- MDOF4-206- 2018	23	73811	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-1	Philippine General Hospital
2	Nurse I	UPSB- NURS1-40- 2018	11	20754	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N	Philippine General Hospital
3	Nurse II	UPSB- NURS2-1522- 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- NURS2-1441- 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	Nurse II	UPSB- NURS2-1429- 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
6	Nurse II	UPSB- NURS2-1307- 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

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7	Nurse III	UPSB- NURS3-311- 1998	17	36942	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-1	Philippine General Hospital
8	Nurse III	UPSB- NURS3-205- 1998	17	36942	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-1	Philippine General Hospital
9	Nurse III	UPSB- NURS3-250- 1998	17	36942	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-1	Philippine General Hospital
10	Nurse IV	UPSB- NURS4-155- 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
11	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
12	Administrative Aide VI (Clerk III)	UPSB-ADA6- 2083-2004	6	14847	Completion of two years studies in College	None required	None required	Career Service (Sub- professional) / First Level Eligibility	Pls. see attached Annex A-7	Philippine General Hospital
13	Administrative Assistant II (Clerk IV)	UPSB- ADAS2-2222- 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
14	Administrative Assistant II (Management & Audit Assistant)	UPSB- ADAS2-2565- 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 I.A-2	Philippine General Hospital

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15	Accountant I	UPSB-A1-18-1998	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
14	Midwife II	UPSB-MDWF2-11-2018	11	20754	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-10	Philippine General Hospital
15	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4169-2004	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
16	Social Welfare Officer II	UPSB-SOCWO2-25-2018	15	30531	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
17	Pharmacist I	UPSB-PH1-60-2018	11	20754	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
18	Pharmacist I	UPSB-PH1-62-2018	11	20754	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	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 February 23, 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**

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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.**