

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:

30-Jan-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	Administrative Aide III ( Utility Worker II )	UPSB-ADA3-4368-2004	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
2	Administrative Aide III ( Utility Worker II )	UPSB-ADA3-4345-2004	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
3	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3029-2004	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
4	Administrative Aide V (Painter II)	UPSB-ADA5-777-2004	5	14007	Elementary School Graduate	None required	None required	Painter (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-15	Philippine General Hospital
5	Administrative Aide V (Plumber II)	UPSB-ADA5-727-2004	5	14007	Elementary School Graduate	None required	None required	Plumber (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital

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6	Administrative Aide VI (Clerk III)	UPSB-ADA6-2073-2004	6	14847	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached annex G-1	Philippine General Hospital
7	Administrative Aide VI (Electrician II)	UPSB-ADA6-2221-2004	6	14847	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital
8	Administrative Assistant II ( Air-Conditioning Technician II )	UPSB-ADAS2-2157-2004	8	16758	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Air-Conditioning / Refrigeration Technician (MC 10, s. 2013 - Cat. II)	Pls. see attached Annex O-20	Philippine General Hospital
9	Administrative Officer II	UPSB-ADOF2-635-2004	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
10	Health Physicist III	UPSB-HPHY3-105-2018	22	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex R-7	Philippine General Hospital

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11	Information Technology Officer III	UPSB-ITO3-255-2018	24	83406	Master's degree or Certificate of Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory / management experience	Career Service Professional / Second Level Eligibility	Pls. see attached Annex I.S-2	Philippine General Hospital
12	Medical Laboratory Technician III	UPSB-MLAB3-11-1998	10	19233	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080 (Medical Laboratory Technician)	Pls. see attached Annex P.M-16	Philippine General Hospital
13	Medical Technologist II	UPSB-MDTK2-55-2018	15	30531	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.M-2	Philippine General Hospital

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14	Psychologist II	UPSB-PSY2-222-2018	15	30531	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs*	1 year of relevant experience involving the delivery of psychological services	R.A. No. 10029 (Psychologist)	Pls. see attached annex P.M-12	Philippine General Hospital
15	Psychologist II	UPSB-PSY2-221-2018	15	30531	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs*	1 year of relevant experience involving the delivery of psychological services	R.A. No. 10029 (Psychologist)	Pls. see attached annex P.M-12	Philippine General Hospital

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16	Psychologist II	UPSB-PSY2-223-2018	15	30531	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs*	1 year of relevant experience involving the delivery of psychological services	R.A. No. 10029 (Psychologist)	Pls. see attached annex P.M-12	Philippine General Hospital
17	Psychologist II	UPSB-PSY2-226-2018	15	30531	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs*	1 year of relevant experience involving the delivery of psychological services	R.A. No. 10029 (Psychologist)	Pls. see attached annex P.M-12	Philippine General Hospital
18	Social Welfare Officer I	UPSB-SOCWO1-44-2018	11	20754	Bachelor's degree in Social Work	None required	None required	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
19	Social Welfare Officer I	UPSB-SOCWO1-45-2018	11	20754	Bachelor's degree in Social Work	None required	None required	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
20	Social Welfare Officer I	UPSB-SOCWO1-46-2018	11	20754	Bachelor's degree in Social Work	None required	None required	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital

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21	Social Welfare Officer II	UPSB-SOCWO2-29-2018	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
22	Social Welfare Officer II	UPSB-SOCWO2-28-2018	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
23	Social Welfare Officer II	UPSB-SOCWO2-30-2018	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
24	Social Welfare Officer II	UPSB-SOCWO2-31-2018	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
25	Social Welfare Officer II	UPSB-SOCWO2-32-2018	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

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 14, 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**

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.**