

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: 11-Mar-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	75359	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	22316	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	32053	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	32053	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	32053	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	32053	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
7	Nurse III	UPSB- NURS3-311- 1998	17	38464	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

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8	Nurse III	UPSB-NURS3-205-1998	17	38464	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	38464	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	46791	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	46791	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	15524	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	17505	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	17505	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
15	Accountant I	UPSB-A1-18-1998	12	24495	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

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14	Midwife II	UPSB-MDWF2-11-2018	11	22316	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	13019	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	32053	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	22316	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	22316	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 March 22, 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.uppggh@up.edu.ph](mailto:hrdd.uppggh@up.edu.ph)

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