

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-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	Administrative Assistant II (Clerk IV)	UPSB- ADAS2-2277- 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
2	Administrative Assistant II (Clerk IV)	UPSB- ADAS2-2280- 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
3	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
4	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 G-1	Philippine General Hospital

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5	Administrative Officer V (Cashier III)	UPSB- ADOF5-1066- 2004	18	42159	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex C-2	Philippine General Hospital
6	Administrative Assistant II (Clerk IV)	UPSB- ADAS2-2348- 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
7	Administrative Aide VI (Clerk III)	UPSB-ADA6- 2089-2004	6	15524	Completion of two years studies in College	None required	None required	Career Service (Sub- professional) / First Level Eligibility	Pls. see attached Annex G-1	Philippine General Hospital
8	Medical Technologist II	UPSB- MDTK2-217- 1998	15	32053	Bachelor's degree in Medcial 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
9	Administrative Assistant II	UPSB- ADAS2-2162- 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-3	Philippine General Hospital
10	Administrative Assistant II (Data Entry Machine Operator II)	UPSB- ADAS2-2439- 2004	8	17505	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) / Data Encoder (MC 11, s. 96, Cat. I) First Level Eligibility	Pls. see attached Annex G-5	Philippine General Hospital

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Medical Laboratory Technician III	UPSB-MLAB3-9-1998	10	20219	Completion of a course of at least (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

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 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**

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.**