

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:

Lube
Ms. Mary Ann Oda C. Ebesate
HRMO

Date: 16-Sep-24

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 (Public Relations Assistant)	UPSB-ADAS2-2596-2004	8	20534	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Pls. see attached Annex P-1	Philippine General Hospital
2	Administrative Aide I (Utility Worker I)	UPSB-ADA1-845-2004	1	13530	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital

3	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4429-2004	3	15265	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
4	Nurse IV	UPSB-NURS4-157-1998	19	53873	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex N-34	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 September 26, 2024.

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;
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
hrddrps.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
 University of the Philippines Manila
 Taft Avenue, Manila
 (PHIC-Accredited Health Care Provider)
 ISO 9001 Certified

COMPETENCY REQUIREMENTS

Annex: P-1

Position: Administrative Assistant II (Public Relations Assistant)

<p>Core:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty. • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Organizational Development Ability to develop new ideas for the improvement of the section and willing to widen and share working experience with co-workers. • Customer Service Ability to manage difficult or emotional customer situations; respond promptly to customer needs, respond to requests for service and assistance. • Endorsing Ability to accurately endorse to the incoming duty activities which includes untoward incidents/important matters received.
<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Documentation Ability to effectively write clearly & informatively; write reports, help drafts guidelines, make job order requests. • Computer Operation Ability to utilize properly computer devices for tracking patients and personnel. • Oral Communication Ability to speak clearly and persuasively in positive or negative situations; listens and get clarification; responds well to questions. • Employee Relationship Ability to handle and assist the section head in enforcing disciplinary action process to concerned Administrative Aides. 	<p>Organizational:</p> <ul style="list-style-type: none"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Interpersonal Relationship. Ability to fit easily in the group, deals with others, and seeks social contacts. More tolerant of people's ability, a good team worker. • Time Management Ability to spend time wisely and productively and submit work output on time. Set timetables and prioritize what is most important. List what was achieved and what is still pending. • Business Ethics Aware of rules and values in a professional setting. Shows standard for using ethics through respect, honesty, trust and sense of worth. Ability to set standards by showing respect, being honest and promoting trust and sense of worth. • Self Projection Ability to exude an aura of confidence in all undertakings. Ability to carry one's self (calm and composed) in times of difficulties. • Decision- Making Ability to provide objective decisions to problems affecting work. Ability to exercise sound judgment at all times. Can think positively by himself.



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COMPETENCY REQUIREMENTS

Annex: J

**Position: Administrative Aide II (Utility Worker I)/
 Administrative Aide III (Utility Worker II)**

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
Technical/Functional:	
<ul style="list-style-type: none"> • Maintenance of Cleanliness Ability to effectively maintain the cleanliness of the office/ward including all equipment and office/ward facilities. • Messengerial Job Ability to promptly perform messengerial tasks and deliver documents and other important communications. • Health and Safety Practices Ability to practice and perform occupational health, workplace and safety procedures such as but not limited to disposal of toxic and hazardous disposable materials. 	

Annex N-34

Subject: **Nurse III / Nurse IV (DCNO)**

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Human Resource Management	Ability to assist the Nurse VI in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
3. Networking and Linkages	Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
TECHNICAL		
1. Patient Care	Ability to facilitate and administer safe and effective nursing care.	4
2. Training and Education	Ability to provide learning and experiential opportunities for career and personal growth.	4
3. Research	Ability to participate and implement results of research studies within the unit as recommended.	4
PERSONAL		
1. Time Management	Ability to report on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.	4

LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job

Annex N-34

Subject: Nurse III / Nurse IV (DNRD)

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Human Resource Management	Ability to assist the Nurse VII in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
TECHNICAL		
1. Training and Education	Ability to act as resource person in nursing programs and related training/research activities.	4
2. Research	Ability to assist Nurse VII in identifying problems which require investigative studies. Ability to develop, implement, monitor and evaluate Quality Assurance programs for nursing and evidenced based nursing practice in the clinical areas. Ability to assist the Nurse VII in the evaluation of entry level nursing service applicants and in promotion of nursing personnel. Ability to develop and evaluate testing tools. Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
PERSONAL		
1. Time Management	Ability to come on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job

Annex N-34**Subject: Nurse III / Nurse IV (DNET)**

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Human Resource Management	Ability to assist the Nurse VII in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
TECHNICAL		
1. Training and Education	<p>Ability to develop a tool for training needs analysis.</p> <p>Ability to develop, implement and evaluate training programs.</p> <p>Ability to provide learning and experiential opportunities for career and personal growth of the nursing personnel.</p> <p>Ability to act as resource person in training programs and related training activities.</p> <p>Ability to facilitate requests for educational tour, training, and affiliations of different schools and institutions.</p> <p>Ability to establish collaborative relationship with colleagues and other members of the healthcare team.</p>	4
2. Research	Ability to participate and implement results of research studies within the unit as recommended.	4
PERSONAL		
1. Time Management	<p>Ability to report on time during official functions, engagements and meetings.</p> <p>Ability to finish assigned tasks within the specified time.</p>	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	<p>Ability to appear neat and well groomed.</p> <p>Ability to observe proper decorum.</p> <p>Ability to project a caring attitude.</p>	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

LEGEND:

- 4 Expert on the job; can teach others
- 3 Can do improvements on the assigned job
- 2 Can do the job effectively and efficiently; meeting all planned requirements of the job
- 1 Familiar with the job; still needs guidance in the execution of the job