

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:

Ms. Marjorie L. Torres

HRMO

Date:

27-Mar-25

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	Dentist V	UPSB- DENT5-2- 1998	24	98185	Doctor of Dental Medicine or Dental Surgery	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	RA 1080	Pls. see attached Annex D.E-5	Philippine General Hospital
2	Administrative Assistant II	UPSB- ADAS2-2597- 2004	8	21448	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 Officer III (Supply Officer II)	UPSB-ADOF3-940-2004	14	37024	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex P.S-1	Philippine General Hospital
4	Administrative Assistant III (Storekeeper III)	UPSB-ADAS3-1455-2004	9	23226	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 P.S-19	Philippine General Hospital
5	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4179-2004	3	15852	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
6	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4208-2004	3	15852	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
7	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4216-2004	3	15852	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
8	Administrative Aide IV (Cash Clerk I)	UPSB-ADA4-2979-2004	4	16833	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility	Pls. see attached Annex C	Philippine General Hospital

9	Administrative Aide IV (Cash Clerk I)	UPSB-ADA4-2957-2004	4	16833	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility	Pls. see attached Annex C	Philippine General Hospital
10	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-2322-2004	6	18957	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility	Pls. see attached Annex A-6	Philippine General Hospital
11	Records Officer I	UPSB-RO1-72-1998	10	25586	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex R.O-1	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 April 06, 2025.

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.uppg@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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COMPETENCY REQUIREMENTS

Annex: D.E-5

Position: Dentist V

<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, it is doing the right thing at all times and in all circumstances • Compassion The motivation to relieve the suffering of others • Excellence When we demand more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Planning and Delivering Ability to sequence actions and events and identify resources needed in order to execute initiatives in an orderly and effective manner to achieve mission& vision goals • Managing Information Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization • Problem Solving and Decision Making Ability to resolve deviations and/or select the appropriate alternative to situations, issues or dilemmas in order to identify or arrive at the most feasible and beneficial outcome, option or solution for the organization and/ or its stakeholders.
<p>Organizational:</p> <ul style="list-style-type: none"> • Demonstrating Personal Effectiveness Ability to exercise self-direction and motivation in fulfilling assigned task while meeting set standards/requirements. • Effective Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal; must be clear, direct to the point empathetic, spontaneous; must be a good receiver of communication. • Building Strategic Relationship Initiates, cultivates and maintains strategic alliances with management and other stakeholders within and outside the organization. Identifies and addresses obstacles. Collaborates with colleagues to achieve results in alignment with the mission and vision of the hospital/university. • Championing and Applying Innovation Ability to contribute new ideas, approaches and solutions to meet/address/respond to changing situations and to capitalize on opportunities and drives results. 	<p>Leadership:</p> <ul style="list-style-type: none"> • Managing Performance and Coaching for Results Ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value of continuous learning and improvement. • Creating and Nurturing a High Performing Organization Ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented. • Building Collaborative and Inclusive Working Relationships Ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.

Leadership:	Technical/Functional:
<ul style="list-style-type: none"> Thinking Strategically and Creatively Ability to “see the big picture”, think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Leading Change Ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change 	<ul style="list-style-type: none"> Determining Patient’s Needs Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients. Medical Ethics Ability to deal with patients, co-employees, superiors and other individuals in a professional manner and conform to a high ethical standard. Training Needs Ability to implement specific measures to teach, as to make the externs and interns proficient in hospital dentistry.



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COMPETENCY REQUIREMENTS

Annex: G-2

Position: Administrative Assistant II (Clerk IV)

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.
Technical/Functional:	
<ul style="list-style-type: none"> • Recording and Filing Ability to effectively and efficiently record and file the documents received including incoming and outgoing communications in an organized and systematic manner for easy retrieval. • Utilizing Computer Devices Ability to properly operate and utilize computer devices and other office equipment in preparing requests, communications or other assigned tasks. Ability to type accurately and with sufficient details required in forms. • Handling Telephone Calls Ability to answer promptly, with courtesy and to relay immediately with accurate and sufficient details; ability to receive and write messages with accuracy and completeness for concerned recipient's information. 	<ul style="list-style-type: none"> • 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.



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COMPETENCY REQUIREMENTS

Annex: P.S-1

Position: Administrative Officer III (Supply Officer II)

Core:	Technical/Functional:
<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"> • Adept in warehouse inventory management. • Knowledge with Open-ERP is an advantage. • Experience in similar function providing administrative support services. • Relevant training on Property and Supply Management and Procurement Training on RA 9184 and its Revised Implementing Rules and Regulations is an advantage.
Technical/Functional:	Technical/Functional:
<ul style="list-style-type: none"> • Ability to lead, motivate and supervise the activities of the unit. • Ability to review and validate the completeness of the documentation. • Ability to ensure the accuracy and timely preparation of the disbursement vouchers (DVs). • Ability to check and monitor the status of DV's. • Ability to coordinate with other departments/offices relevant to preparation of the DV. • Ability to prepare and consolidate all reports/documents due for submission. • Ability to identify and address concerns immediately and effectively, particularly in delays in the preparation of DVs. • Ability to ensure adherence to hospital policies and procedures related to preparation of DVs • Ability to maintain confidentiality and handle sensitive information with high ethical standards. • Ability to assist the head as necessary for the smooth operation of the Office. • Ability to perform other duties/tasks that may be delegated/assigned by the supervisor. 	<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.



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COMPETENCY REQUIREMENTS

Annex: P.S-19

Position: Administrative Assistant III (Storekeeper III)

Core:	Technical/Functional:
<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"> • Adept in warehouse inventory management. • Knowledge and experience in the preparation/consolidation of the Project Procurement Management Plan (PPMP). • Experience in a similar function providing administrative support services. • Familiarity and experience in handling different supply category is an advantage. • Relevant training on Property and Supply Management and Procurement Training on RA 9184 and its Revised Implementing Rules and Regulations is an advantage.
Technical/Functional:	Technical/Functional:
<ul style="list-style-type: none"> • Ability to perform the role of a storekeeper. • Ability to assist the Unit Head in the Preparation of the Project Procurement Management Plan (PPMP), Framework Agreement List (FAL) and Purchase Request (PR). • Ability to implement the effective and efficient receipt, issuance, monitoring and recording of the inventory of stocks. • Ability to ensure the availability of supplies at all times based on the declared par level of requirements. • Ability to monitor the status of deliveries based on the approved Purchase Order (PO)/Call-Off. • Ability to ensure acceptable assistance in the inspection of the daily deliveries. • Ability to prepare the Inspection and Acceptance Reports (IAR) and Report of Supplies Material Issued (RSMI) within the allowed period. • Ability to monitor the movement/expiration of goods/obsolescence. • Ability to prepare the Daily Critical Level Monitoring Form and Out of Stock Monitoring Form based on the stock inventory level. • Ability to maintain an updated stock cards/bin card vis-à-vis actual stocks on hand. • Ability to perform other duties/tasks that may be delegated/assigned by the supervisor. 	<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.



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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. 	



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COMPETENCY REQUIREMENTS

Annex: C

Position: Administrative Aide IV (Cash Clerk I)

Core:	<ul style="list-style-type: none"> • Communication Ability to prepare communication and other correspondence for signature of the chief and supervisor for submission. • Computer Operation Ability to use computer efficiently and accurately in computations and networking operations.
<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. 	Organizational: <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"> • Encoding of Report of Collection Ability to consolidate report of collection monthly per fund and submit on time to concerned department. • Preparing Requisition Ability to consolidate, review and prepare requisition for the quarterly sub-allotment for office and housekeeping supplies of the department. • Preparing Reports Ability to consolidate different statistical reports and assists the Chief in preparation of annual report. • Maintenance of Equipment Ability to prepare and facilitate the accomplishment of job order request for repair and service of equipment used. 	



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COMPETENCY REQUIREMENTS

Annex: A-6

Position: Administrative Aide VI (Accounting Clerk II)

<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"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Physically fit to perform assigned task and ability to project a positive and pleasant outlook through personal grooming and dressing. • Time Management Ability to come on time during official functions, to work during weekends and holidays and shifting schedule.
<p>Organizational:</p> <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. 	<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Computer Literacy Ability to perform computer operations: processing of hospital bill and PhilHealth applicable case rate and benefits. • Speaking Effectively Effective communications re send clear, complete, accurate and understood information and messages and carefully listen to others re: PhilHealth requirements. • Ability to process, check/verify entries regarding hospital bill and PhilHealth requirements.



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COMPETENCY REQUIREMENTS

Annex: R.O-1

Position: Records Officer I

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. • Managing Information Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization
TECHNICAL/FUNCTIONAL:	
<ul style="list-style-type: none"> ➤ Can manage and ensure compliance with the Data Privacy Act and medico legal guidelines related to the handling, storage, and release of health information. ➤ Can communicate effectively and serve as a representative of the HIMD during court hearings and other legal proceedings, presenting records and testifying as needed • Prospective incumbent/s shall be assigned at Health Records Issuances Section 	