

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: 05-Jul-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	Nurse II	UPSB- NURS2-649- 2022	16	39672	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
2	Nursing Attendant II	UPSB- NATT2-497- 1998	6	17553	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital
3	Nursing Attendant II	UPSB- NATT2-644- 1998	6	17553	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital

4	Nursing Attendant II	UPSB-NATT2-357-1998	6	17553	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital
5	Nursing Attendant II	UPSB-NATT2-441-1998	6	17553	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital
6	Nursing Attendant II	UPSB-NATT2-425-1998	6	17553	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital
7	Medical Officer III	UPSB-MDOF3-874-1998	21	63997	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
8	Medical Officer IV	UPSB-MDOF4-143-2018	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
9	Medical Officer IV	UPSB-MDOF4-164-2018	23	80003	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
10	Medical Officer III	UPSB-MDOF3-557-1998	21	63997	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
11	Medical Officer III	UPSB-MDOF3-30-2010	21	63997	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
12	Medical Officer III	UPSB-MDOF3-671-1998	21	63997	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital

13	Administrative Officer V (Cashier III)	UPSB-ADOF5-1068-2004	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex C-3	Philippine General Hospital
14	Pharmacist II	UPSB-PH2-72-2020	15	36619	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
15	Pharmacist I	UPSB-PH1-65-2018	11	27000	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-1	Philippine General Hospital
16	Physical Therapist II	UPSB-PHT2-22-1998	15	36619	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.T-2	Philippine General Hospital
17	Physical Therapist II	UPSB-PHT2-17-1998	15	36619	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.T-2	Philippine General Hospital
18	Physical Therapist II	UPSB-PHT2-219-2018	15	36619	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.T-2	Philippine General Hospital
19	Social Welfare Officer II	UPSB-SOCWO2-30-2018	15	36619	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Pls. see attached Annex M.S-1	Philippine General Hospital
20	Pharmacist II	UPSB-PH2-21-2018	15	36619	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
21	Pharmacist II	UPSB-PH2-174-2010	15	36619	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital

22	Pharmacist II	UPSB-PH2-22-2018	15	36619	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
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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 July 15, 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.

Annex N-12

Subject: Nurse II

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Unit Management	Ability to adhere to rationale utilization, allocation and maintenance of resources within the nursing care unit .	4
2. Networking and Linkages	Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
TECHNICAL		
1. Patient Care	Ability to perform safe and effective nursing care services.	4
2. Training and Education	Ability to attend to learning and experiential activities for career and personal growth.	4
3. Research	Ability to participate in research related activities within the Philippine General Hospital.	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.A**Subject: Nursing Attendant II**

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Human Resource Management	Ability to participate in activities for the personal and professional capability of the nursing personnel towards enhanced and dynamic productivity, efficiency and effectivity in the nursing care units.	4
2. Unit Management	Ability to practice safe and 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. Quality Patient Care	Ability to assist in the delivery of safe and effective nursing care services.	4
2. Training and Education	Ability to participate in learning and experiential opportunities for career and personal growth.	4
3. Research	Involvement in research related activities within the Philippine General Hospital.	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



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COMPETENCY REQUIREMENTS

Annex: M.O-3

Position: Medical Officer III

Technical/Functional:	Organizational:
<ul style="list-style-type: none"> • Organizational Development Ability to conceptualize, develop and implement initiatives related to organizational development of the department. • Service Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients. • Performance Monitoring Ability to keep track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels. • Patient Relation Ability to examine, diagnose and treat patients in an efficient and professional manner. 	<ul style="list-style-type: none"> • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals • 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 • Medical Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
	<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.



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COMPETENCY REQUIREMENTS

Annex: MO - 4

Position: Medical Officer IV

TECHNICAL/FUNCTIONAL:	CORE:
<ul style="list-style-type: none"> • Organizational Development Ability to conceptualize, develop and implement initiatives related to organizational development of the department. • Service Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients. • Performance Monitoring Ability to track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels. • Patient Relation Ability to examine, diagnose and treat patients in an efficient and professional manner. • Training Ability to assist the Chair and consultants in determining residents' and students' training needs, and design, implement and evaluate effectiveness of the training program. • Liaison Ability to effectively coordinate activities of the department with the other units of the hospital, college and university. 	<ul style="list-style-type: none"> • Excellence Demanding more from ourselves than our clients do.
<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. 	<p>ORGANIZATIONAL:</p> <ul style="list-style-type: none"> • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals • 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 • Medical Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Planning Ability to establish the department goals and action plans in compliance with the hospital's mission, strategies and policies. • Organizing Ability to assign required tasks to all resident staff and allocate needed resource in an effective and efficient manner. • Leading Ability to motivate the resident staff and demonstrate visible commitment and consistent adherence to department policies. • Controlling Ability to monitor the performance of the resident staff and keep track of the department projects, activities and goals.



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COMPETENCY REQUIREMENTS

Annex C-3

Position: Administrative Officer V (Cashier III)

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.
Leadership:	Technical/Functional:
<ul style="list-style-type: none"> • Engaging/Inspiring Others Ability to motivate and inspire others to deliver results and make changes in terms of process and ways of doing things to overcome obstacles. • Planning Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies. • Organizational Effectiveness Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner. • Controlling Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives. • Personnel Evaluation Ability to monitor and evaluate performance of personnel assigned in the department ensuring that efficient service is provided to the hospital and clients. 	<ul style="list-style-type: none"> • Preparing Checks for Payment Ability to prepare checks for payment accurately and efficiently to suppliers and other government agencies. • Computer Operation Ability to use computer efficiently and accurately in computations and networking operations. • Preparing Reports Ability to prepare reports accurately and on time regarding disbursement and usage of accountable forms.



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COMPETENCY REQUIREMENTS

Annex: P.H-2

Position: Pharmacist II

Core:	Leadership/Managerial:
<p>Exemplifying Integrity Ability to uphold the highest standards of integrity and honesty by committing to a fiducial relationship with patients, always working in their best interest.</p> <p>Delivering Service Excellence Ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p> <p>Professionalism Ability to identify and implement strategies for personal improvement through continuing professional development.</p> <p>Interpersonal Skills Ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	<p>Solving Problems and Making Decisions Ability to resolve deviations and exercise good judgment by using fact-analysis and generating and selecting appropriate courses of action to produce positive results.</p>
Organizational:	Technical/Functional:
<p>Attention to Detail Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>Records Management Ability to apply and adapt records management standards related to the cycle of records in an agency/institution which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the agency/institution operations.</p>	<p>Risk Analysis Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events.</p> <p>Computer skills Ability to operate standard personal computer and use available computer software, applications and technology.</p> <p>Communication Ability to clearly convey and receive messages to meet the needs of all.</p> <p>Flexibility Ability to work effectively with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner.</p> <p>Stress Management Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.</p> <p>Dispensing of Drugs and other Medical Supplies Ability to provide the right drugs and medical supplies to the right patients.</p> <p>Validation and Processing of Patient's Requests Ability to validate and process patient's requests accurately.</p> <p>Monitor and Evaluate Medication Management Ability to undertake chart review, document changes in medication management and delivery of drugs.</p> <p>Case Counseling Ability to help facilitate for client's decision-making for his/her betterment.</p>



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COMPETENCY REQUIREMENTS

Annex: P.H-1

Position: Pharmacist I

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"> • Risk Analysis Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events. • Computer skills Ability to operate standard personal computer and use available computer software, applications and technology. • Communication Ability to clearly convey and receive messages to meet the needs of all. • Flexibility Ability to work effectively with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner. • Stress Management Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace. • Dispensing of Drugs and other Medical Supplies Ability to provide the right drugs and medical supplies to the right patients. • Validation and Processing of Patient's Requests Ability to validate and process patient's requests accurately.
Organizational:	
<ul style="list-style-type: none"> • Attention to Detail Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner. • Records Management Ability to apply and adapt records management standards related to the cycle of records in an agency/institution which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the agency/institution operations. 	



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COMPETENCY REQUIREMENTS

Annex: PT-2

Position: Physical Therapist 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"> • 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.
<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. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. 	<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Conducting Physical Therapy Evaluation Ability to perform accurately and safely physical therapy assessment procedures and operate equipment to patients in all PT clinics. • Implementing Therapeutic Exercises Ability to administer therapeutic exercise procedures or instruct the patient to correctly and safely perform therapeutic exercises to achieve PT treatment goals in all PT clinics. • Administering Physical Modalities Ability to correctly and safely operate PT equipment or machinery to achieve PT treatment goals in all PT clinics. • Recording PT assessment and Treatment Procedures Ability to accurately document and maintain records of PT assessment and treatment procedures. • Conducting Maintenance of all PT Facilities and Equipment Ability to monitor good working conditions of all PT facilities and equipment, recognition of defective or below-par performance and prepare the necessary job order request. • Appraising Trainee Performance Ability to recognize strengths and weaknesses of trainee while performing training activities. • Appraising Progress of Programs and Projects Ability to recognize status, strengths and weaknesses of section projects or programs.



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COMPETENCY REQUIREMENTS

Annex: M.S-1

Position: Social Welfare Officer 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 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.
<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"> • Policy Interpretation and Implementation Ability to assess, evaluate and classify patient's socioeconomic condition accurately. Ability to facilitate referrals for cases needing material assistance, with complete documents and special diagnostic procedures done outside the hospital. • Program Management Ability to manage cases through the application of social work theories and principles particularly social work intervention. • Performance Management Ability to actively participate in different interdepartmental meetings and activities. • Records Management and Research Skills Ability to document all relevant data and the process of social case management accurately.