

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: 08-Nov-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 Officer V	UPSB- ADOF5-234- 2018	18	49015	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex A.O-5	Philippine General Hospital
2	Dormitory Manager III	UPSB- DORMG3-26- 1998	15	38413	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex P-7	Philippine General Hospital
3	Administrative Aide III (Utility Worker II)	UPSB-ADA3- 4099-2004	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	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4134-2004	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
5	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4416-2004	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
6	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4321-2004	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
7	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4373-2004	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
8	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4113-2004	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
9	Laboratory Aide II	UPSB-LABA2-119-1998	4	16209	Elementary School Graduate	None required	None required	None required (MC 11, S. 1996, as amended, Cat. III)	Pls. see attached Annex P.S-12.4	Philippine General Hospital

10	Administrative Aide IV (Communication s Equipment Operator I)	UPSB-ADA4-3017-2004	4	16209	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	Communication s Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex P-1	Philippine General Hospital
11	Administrative Assistant III (Communication s Equipment Operator III)	UPSB-ADAS3-1445-2004	9	22219	Completion of two years studies in College or High School Graduate with relevant vocational/trad e course	4 hours of relevant training	1 year of relevant experience	Communication s Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex P-5	Philippine General Hospital
12	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4428-2004	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
13	Computer Maintenance Technologist II	UPSB-CTMT2-21-2018	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex I.S-4	Philippine General Hospital
14	Administrative Aide VI (Cash Clerk II)	UPSB-ADA6-1923-2004	6	18255	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

15	Administrative Aide VI (Utility Foreman)	UPSB-ADA6-2372-2004	6	18255	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex F-2	Philippine General Hospital
16	Administrative Aide I (Utility Worker I)	UPSB-ADA1-763-2004	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
17	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4083-2004	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
18	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4438-2004	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
19	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4388-2004	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
20	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4266-2004	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

21	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4418-2004	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
22	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4233-2004	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
23	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4164-2004	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
24	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4462-2004	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
25	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4365-2004	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
26	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4185-2004	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

27	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4100-2004	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
28	Nurse I	UPSB-NUR1-40-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
29	Nurse I	UPSB-NUR1-31-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
30	Nurse II	UPSB-NURS2-108-2022	16	41616	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
31	Nurse II	UPSB-NURS2-86-2022	16	41616	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
32	Nurse II	UPSB-NURS2-133-2022	16	41616	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
33	Nurse II	UPSB-NURS2-324-2022	16	41616	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
34	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4213-2004	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

35	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4176-2004	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
36	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4159-2004	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
37	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4182-2004	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
38	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4264-2004	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
39	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4114-2004	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
40	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4221-2004	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

41	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4377-2004	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
42	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4211-2004	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
43	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4169-2004	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
44	Administrative Aide III (Utility Worker II)	UPSB-ADA3-3785-2004	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
45	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4145-2004	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
46	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4381-2004	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

47	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4322-2004	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
48	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4093-2004	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
49	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4154-2004	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
50	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4192-2004	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
51	Administrative Assistant II (Labor General Foreman)	UPSB-ADAS2-2549-2004	8	20534	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex O.C-6	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 November 18, 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.



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COMPETENCY REQUIREMENTS

Annex: A.O-5

Position: Administrative Officer 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/Managerial:</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. • 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.

Technical/Functional:

- Ability to work with minimal direction and to undertake a diverse range of tasks.
- Ability to communicate effectively by answering queries and able to teach others as to requirements of work to be accomplished related to the department or division's services.
- Ability to prioritize, achieve deadlines under pressure, work independently and as member of a team with high standard of organizational skills.
- Ability to exhibit good sense of judgment and decision-making.
- Ability to demonstrate skills in conflict resolution including good comprehension and confidence in the spoken word and above average communication skills (oral and written report presentation).
- Ability in computer operation including proficiency in electronic applications of a current organization's electronic information/documentary system.
- Very good planning ability and foresight.
- With experience in a recent administrative position, having performed supervisory and managerial duties.



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COMPETENCY REQUIREMENTS

Annex: P-7

Position: Dormitory Manager III

Core:	Leadership:
<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"> • Motivation Ability to inspire staff to deliver results and make changes in terms of process, people and way of doing things to overcome obstacles. • Sound Judgment Ability to make decisions using a structured approach after seeking both facts and opinions and ensures that decisions are pursued/implemented. • Efficient Planning Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.
Organizational:	Technical/Functional:
<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. • 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. 	<ul style="list-style-type: none"> • Safety and Security Ability to ensure security and safety of the Residence Halls section thru proper coordination with administrative aide assigned at the reception area and by ensuring that proper disinfection of rooms are done immediately after room are vacated by residents, proper coordination with HICU and UPHS for residents who contracted highly infectious disease. Ability to ensure adherence of all residents and staff of RHS to Health and Safety Protocol. • Oral/Written Communication Interacts with other people and conveys thoughts whether verbal or non-verbal. • Computer Literacy Ability to utilize computer devices properly in generating reports and communications. • Administrative Functions <ul style="list-style-type: none"> ➢ Ability to ensure availability of supplies thru proper coordination and preparation of Purchase request and RIS;

Technical/Functional:	
<ul style="list-style-type: none">• Administrative Functions<ul style="list-style-type: none">➤ Ability to ensure proper collaboration with other Dormitory Managers in the preparation of PPMP, request for DTR, IPCR, etc..➤ Ability to ensure proper disposal of unserviceable equipment and waste material of the assigned dormitory.➤ Ability to ensure that all equipments and facilities are functioning, prepares JOR for the equipment and/or facility in need of repair and follow up the same if not addressed immediately.➤ Ability to prepare monthly COC/CTO report.	



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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: P.S – 12.4

Position: Laboratory Aide 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"> • Ability to assist in the preparation of Purchase Request (PR), Consignment Request Slip (CSR), Project Procurement Management Plan (PPMP) and Framework Agreement List for medical/laboratory supplies, devices, implants needed by both pay and service patients. • Ability to monitor and check the inventory of stocks through Open ERP System in relation to the PR/Stock Position Sheet (SPS). • Ability to coordinate with supplier on the status of stock inventories, deliveries and other related concerns. • Ability to provide price quotations, CED, justifications, CPR among others as necessary for the processing of request. • Ability to assist the coordinator for PSD and Pharmacy Department concerning stock availability. • Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.
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. 	



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COMPETENCY REQUIREMENTS

Annex: P-1

Position: Administrative Aide IV (Communications Equipment Operator 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, 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"> • Recording/Filing Data Ability to record and endorse important incident/s and/or data/s. • Customer Service Ability to manage difficult or emotional customers/clients, callers and situations. Responds promptly to customers/clients needs/requests for service and assistance. • Facilitating Equipment Maintenance Ability to prepare and facilitate the accomplishment of Job Order request/s for repair and service. Ability to assess when to report/coordinate encountered telephone line trouble/s and malfunctioning of equipment.
TECHNICAL/FUNCTIONAL:	ORGANIZATIONAL:
<ul style="list-style-type: none"> • Attend Soft Consoles Operations Ability to operate and manipulate the AC Win IP attendant soft consoles effectively and efficiently for smooth operation of the section and develop skills in its use. Ability to learn the telephone procedures and system; knowledge of reference and telephone guides. • Public Address System Operation Ability to operate Public Address System and develop skills in its use. Ability to assess requests for announcements. Ability to project clear and modulated voice while paging. • Computer Operation Ability to properly utilize computer devices for communications operations. 	<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-5

Position: Administrative Assistant III (Communications Equipment Operator 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. 	<p>Interpersonal Communications</p> <ul style="list-style-type: none"> • Ability to interact effectively and professionally with a wide range of people, sometimes under adverse or emergency situations. • Ability to exhibit strong oral communication skills including active listening skills and proper phone etiquette. <p>Communication Equipment operator Job/ Functional Skills</p> <ul style="list-style-type: none"> • Has the functional and technical knowledge and skills to do the job at a satisfactory level of accomplishment. <p>Information Gathering and Relaying</p> <ul style="list-style-type: none"> • Ability to compile necessary information and clearly relay it to the appropriate parties. <p>Customer Service Orientation</p> <ul style="list-style-type: none"> • Ability to meet the needs of callers by transferring them to their desired location in a professional and expedient manner. • Ability to respond with a sense of urgency to solve client problems and meet service request. <p>Adhering to Instructions</p> <ul style="list-style-type: none"> • Ability to adhere to the directions and procedures; • Receiving, understanding and carrying out assignments with minimal supervision. <p>Stress Management</p> <ul style="list-style-type: none"> • Ability to handle a high volume of calls and maintain composure during emergency situations. <p>Confidentiality / Discretion</p> <ul style="list-style-type: none"> • Ability to determine and maintain the confidentiality of sensitive information. • Adheres to established policies and procedures regarding sensitive information when interacting with others.
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. 	



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COMPETENCY REQUIREMENTS

Annex: I.S - 4

Position: Computer Maintenance Technologist 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.
Technical/Functional:	
<ul style="list-style-type: none"> • Keen to detail and skilled in technical writing. • Proficient in Data Mining tools, i.e. advanced excel, jasper reports, database querying tools. • Knowledgeable in Quality Assurance practices, Enterprise resource Processing (ERP) systems, Business Continuity and Disaster Recovery Procedures (BC-DRP). • Strategic thinker with a positive appetite for learning new trends in technology, i.e. Business intelligence, Data Mining and Data Analysis. • Effective Leadership and Customer Relationship Management skills. <p>Proficiency in Resource Utilization and Performance – based Management.</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.



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COMPETENCY REQUIREMENTS

Annex: C

Position: Administrative Aide VI (Cash 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"> • 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.
<p>Technical/Functional:</p> <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. 	<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. • 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: F-2

Position: Administrative Aide VI (Utility Foreman)

Technical/Functional:	Core:
<ul style="list-style-type: none"> • Adept in the management and supervision of the section to ensure effective and efficient operations of the support service. <ul style="list-style-type: none"> ➢ Ability to prepare schedule of work and give assignment to a group of janitors and custodial workers; ➢ Ability to give on-the-spot instructions to workers regarding the accomplishment of work and check the work for thoroughness; ➢ Record activities performed by the section on respective shifts. • Efficient in keeping records of attendance. • Effective in enforcing and maintaining discipline. • Efficient in checking and facilitating repairs of: <ul style="list-style-type: none"> ➢ Hospital facilities such as leaking faucets and busted bulbs, among others; ➢ Cleanliness of elevators and sees to it that these are properly manned. ➢ Cleanliness of public comfort rooms and hallways. • Ability to coordinate with the office concerned regarding findings for necessary repairs in order to facilitate these. • Ability to assist the Head of the Section in programming, scheduling and analyzing assigned special projects. • Effective in the supervision of janitorial staff and elevator operators and takes note of any infractions. • Ability to coordinate with ward staff and security personnel in the transport of cadaver. • Ability to deal with superiors and colleagues in a professional manner. • Ability to project a positive and pleasant disposition, calm and confident even under pressure. 	<div data-bbox="765 546 1428 1167"> <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. </div> <div data-bbox="765 1167 1428 2134"> <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. • 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. </div>

Annex N-12

Subject: **Nurse I/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



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COMPETENCY REQUIREMENTS

Annex: O.C-6

Position: Administrative Assistant II (Labor General Foreman)

<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"> • Ability to gather, organize, maintain and archive data, information and records manually and through a computer-based applications systematically (alphabetically, chronologically, by subject, etc.). • Ability to listen to clients; to understand and respond positively to their requests. • Ability to do multiple tasks simultaneously without confusion and work is completed efficiently and correctly. • Ability to interact effectively and work independently. • Ability to operate computers with knowledge of electronic records management and proficiency in eUP applications – HRIS, SPMS-IPCR, PPMP, etc. • Good communication skills both verbal and written. • Good people skills. • Good organization, prioritization and self-motivation skills.