

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 *W Y*

Date: 09-Aug-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 Aide IV (Reproduction Machine Operator II)	UPSB-ADA4- 3079-2004	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Core Competencies - Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making - Level 1 (Basic) Technical Competencies - Attention to Detail, Computer Literacy, Good technical and communication skills/Interpersonal Skills, Service Delivery, Managing Work, Data/Records Management - Level 1 (Basic)	Human Resource Development Office, University of the Philippines Manila

2	Dormitory Manager III	UPSB-DORMG3-26-1998	15	36619	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	Medical Equipment Technician III	UPSB-MEQT3-4-1998	11	27000	Completion of relevant two years studies in College or Completion of relevant Medical Laboratory Technician Course	8 hours of relevant training	2 years of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-9	Philippine General Hospital
4	Administrative Aide V (Carpenter II)	UPSB-ADA5-720-2004	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-4	Philippine General Hospital
5	Administrative Aide V (Carpenter II)	UPSB-ADA5-723-2004	5	16543	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-4	Philippine General Hospital
6	Administrative Aide V (Plumber II)	UPSB-ADA5-727-2004	5	16543	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
7	Administrative Aide V (Plumber II)	UPSB-ADA5-729-2004	5	16543	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
8	Administrative Aide V (Plumber II)	UPSB-ADA5-731-2004	5	16543	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital

9	Administrative Aide V (Painter II)	UPSB-ADA5-776-2004	5	16543	Elementary School Graduate	None required	None required	Painter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-15	Philippine General Hospital
10	Precision Instrument Technician III	UPSB-PITEC3-30-1998	11	27000	High School Graduate or Completion of relevant vocational/ trade course	8 hours of relevant training	2 years of relevant experience	Mechanical/ Electrical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-17	Philippine General Hospital
11	Administrative Aide IV (Driver II)	UPSB-ADA4-3002-2004	4	15586	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996, as amended, Cat. IV)	Pls. see attached Annex O-28	Philippine General Hospital
12	Nurse II	UPSB-NURS2-299-2022	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
13	Nurse II	UPSB-NURS2-188-2022	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
14	Nurse II	UPSB-NURS2-167-2022	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
15	Nurse II	UPSB-NURS2-56-2022	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
16	Nurse IV	UPSB-NURS4-148-1998	19	51357	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital

17	Nursing Attendant II	UPSB-NATT2-579-1998	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
18	Nursing Attendant I	UPSB-NATT1-163-1998	4	15586	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
19	Nursing Attendant I	UPSB-NATT1-103-1998	4	15586	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

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 August 19, 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.uppggh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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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.	



COMPETENCY REQUIREMENTS

Annex: O-9

Position: Medical Equipment Technician 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. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements. • 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"> • Corrective and Preventive Maintenance Works Ability to conduct appropriate assessment or troubleshooting and validation prior to the performance of repair and maintenance works on biomedical and laboratory equipment. • Machinery Operations and Tools Utilization Ability to safely use equipment and perform corrective and preventive maintenance works. • Computer Skills Ability to operate standard personal computer and use available computer software, applications and technology. • Communicating with the Supervisor Ability to present and discuss clearly all concerns and issues encountered during the performance of daily activities; ability to recommend sound alternatives to resolve the situation. • Documentation Ability to provide oral and written feedback and report on corrective and preventive maintenance activities accomplished and related updates; ability to assist the supervisor in records management and safekeeping. 	<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: O-4

Position: Administrative Aide V (Carpenter 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.
Technical/Functional:	<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.
<ul style="list-style-type: none"> • Ability to conduct appropriate and timely repair/replacement of dilapidated/ defective building appurtenances using cost effective and prudent use of resources. • Ability to perform regular and systematic inspection and conduct reasonable preventive works through economic and practical methods. • Ability to record and provide accurate, complete and timely report/feedback, through oral and written methods. 	



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COMPETENCY REQUIREMENTS

Annex: O-5

Position: Administrative Aide V (Plumber 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"> • Computer Skills Ability to operate a standard personal computer and use available computer software, applications and technology.
Technical/Functional:	Organizational:
<ul style="list-style-type: none"> • Plumbing Works Ability to perform repair and maintenance works on plumbing and drainage systems fixture; Ability to perform routine and timely preventive and corrective works. • Machinery Operation and Tools Utilization Ability to safely use equipment involved in and implement plumbing works. • Understanding Blueprints/Plans/Schematics Ability to Ability to read and interpret plumbing works and employ designs to execute his work efficiently. • Monitoring and Operation of Water System Ability to conduct regular monitoring and operation of hospital water system to ensure reliable and normal 24/7 water provision. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedback and correction, learn from mistakes and make necessary improvements. • 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 to work, meetings and other engagements.



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COMPETENCY REQUIREMENTS

Annex: O-15

Position: Administrative Aide V (Painter 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"> • Repainting of Hospital Structures and Facilities Ability to perform appropriate and timely repainting of hospital structures and facilities using methodical procedures. • Recording of Report/Feedback Ability to record and provide accurate, complete and timely report/feedback through oral and written communication methods. 	



COMPETENCY REQUIREMENTS

Annex: O-17

Position: Precision Instrument Technician 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.
Technical/Functional:	
<ul style="list-style-type: none"> • Troubleshooting, Checking and Repairing Ability to assess, check-up and troubleshoot the malfunctioning equipment and its part that caused the machine defective. • Performing Preventive Maintenance Ability to perform the preventive maintenance of the biomedical equipment at the various units of the hospital as per hospital schedule of the PM Plan. • Receiving and Labeling Ability to receive incoming Job Order Request and label the equipment (if any) for proper identification. • Performing 5-S and Answering Telephone Calls Ability to clean the working area, tool keeping and answering telephone calls. • Installation and Operation of Sound Systems Ability to install and operate the audio visual system equipment when there is a request for every sound system during celebration. 	<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: O-28

Position: Administrative Aide IV (Driver 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. Ability to receive feedback and corrections, learn from mistakes and make necessary improvements. • 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"> • Conveying Passenger Ability to transport promptly and safely PGH staff and other authorized passengers to their official destination through validated and approved trip tickets received from the supervisor. • Checking and Maintaining assigned Vehicles and Accessories Ability to technically check and maintain assigned vehicles and accessories through regular inspection and reasonable upkeep. • Monitoring and Reporting Damaged/ Defective parts of assigned Vehicle Ability to monitor regularly, perform appropriate and timely preventive maintenance and report promptly damaged/defective parts of assigned vehicles to the immediate supervisor. 	

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-34

Subject: Nurse IV (DCNO)

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

LEGEND:

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

Annex N-34**Subject: Nurse IV (DNRD)**

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

LEGEND:

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

Annex N-34

Subject: Nurse IV (DNET)

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

LEGEND:

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

Annex N.A**Subject: Nursing Attendant I / 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