

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: 9-May-25

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Speech Therapist II	UPSB-STH2- 230-2018	14	37024	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex S.T-2	Philippine General Hospital
2	Medical Officer III	UPSB- MDOF3-712- 1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
3	Medical Officer III	UPSB- MDOF3-102- 2010	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
4	Medical Officer III	UPSB- MDOF3-809- 1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
5	Medical Officer IV	UPSB- MDOF4-142- 2010	23	87315	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

6	Medical Officer IV	UPSB-MDOF4-148-2010	23	87315	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
7	Medical Officer III	UPSB-MDOF3-835-1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
8	Medical Officer III	UPSB-MDOF3-760-1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
9	Medical Officer III	UPSB-MDOF3-743-1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
10	Medical Officer IV	UPSB-MDOF4-26-2018	23	87315	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
11	Medical Officer IV	UPSB-MDOF4-145-2018	23	87315	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
12	Medical Officer IV	UPSB-MDOF4-24-2018	23	87315	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
13	Medical Officer IV	UPSB-MDOF4-23-2018	23	87315	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
14	Medical Officer IV	UPSB-MDOF4-142-2018	23	87315	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
15	Medical Officer IV	UPSB-MDOF4-200-2018	23	87315	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
16	Medical Officer IV	UPSB-MDOF4-155-2018	23	87315	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

17	Medical Officer IV	UPSB-MDOF4-27-2018	23	87315	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
18	Medical Officer III	UPSB-MDOF3-66-2018	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
19	Medical Officer IV	UPSB-MDOF4-52-2018	23	87315	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
20	Medical Officer IV	UPSB-MDOF4-30-2018	23	87315	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
21	Medical Officer IV	UPSB-MDOF4-31-2018	23	87315	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
22	Medical Officer IV	UPSB-MDOF4-76-2018	23	87315	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
23	Medical Officer IV	UPSB-MDOF4-136-2020	23	87315	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
24	Medical Officer IV	UPSB-MDOF4-53-2018	23	87315	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
25	Medical Officer IV	UPSB-MDOF4-163-2018	23	87315	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
26	Medical Officer IV	UPSB-MDOF4-43-2018	23	87315	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
27	Medical Officer III	UPSB-MDOF3-767-1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital

28	Medical Officer III	UPSB-MDOF3-71-2018	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
29	Medical Officer IV	UPSB-MDOF4-143-2018	23	87315	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
30	Medical Officer IV	UPSB-MDOF4-128-2018	23	87315	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

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 May 19, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**Ms. Marjorie L. Torres**  
 Chief Administrative Officer  
 UP-PGH, Taft Avenue, Manila  
[hrddrps.uppg@up.edu.ph](mailto:hrddrps.uppg@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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## COMPETENCY REQUIREMENTS

**Annex: ST-2**

**Position: Speech Therapist II**

Core:	Technical/Functional:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Administrator</b> – Ability to implement and execute all policies and programs for the section, department and hospital; to coordinate activities amongst the section's staff, paramedical staff and other medical professionals; to actively participate in meetings and conferences; to perform all administrative duties and responsibilities given by the Department Chairman and Chief Resident; to constitute all correspondence that pertains to the welfare of the section.</li> <li>• <b>Financial Coordinator</b> – Ability to ensure the efficient organization of the section's funds and financial reports and correspondence.</li> <li>• <b>Research Coordinator</b> – Ability to monitor, review and keep an inventory of existing and newly acquired research materials; coordinates activities pertinent to the continuing education of all speech pathology staff; and represents the section in research-related activities.</li> </ul>
Organizational:	
<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Service Coordinator</b> – Ability to formulate, implement and periodically assess the clinical and service policies ; prepares the monthly service and annual reports; update the yearly and monthly calendar activities; ensure good quality of delivery of services by the section by monitoring current service delivery, programs, protocols, etc. and planning and instituting changes needed; monitors the charity and pay patient schedule and ensures that patients get effective services as early as possible.</li> <li>• <b>Training Coordinator</b> – Ability to formulate and revise policies/guidelines regarding the section's training; prepares the clinical training program schedule for each rotation; monitors the pre-rotation and post-rotation examinations of rotating speech pathology interns; schedules supplementary lectures pertinent for the training of speech pathology interns; coordinates with the lectures regarding their schedules topic/lecture and provide lectures on evaluation treatment.</li> </ul>



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## COMPETENCY REQUIREMENTS

**Annex: M.O-3**

**Position: Medical Officer III**

Technical/Functional:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Organizational Development</b> Ability to conceptualize, develop and implement initiatives related to organizational development of the department.</li> <li>• <b>Service</b> Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients.</li> <li>• <b>Performance Monitoring</b> Ability to keep track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels.</li> <li>• <b>Patient Relation</b> Ability to examine, diagnose and treat patients in an efficient and professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Medical Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Training</b> Ability to assist the Chair and consultants in determining residents' and students' training needs, and design, implement and evaluate effectiveness of the training program.</li> <li>• <b>Liaison</b> Ability to effectively coordinate activities of the department with the other units of the hospital, college and university.</li> </ul>	Core:
	<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>



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## COMPETENCY REQUIREMENTS

**Annex: MO - 4**

**Position: Medical Officer IV**

TECHNICAL/FUNCTIONAL:	CORE:
<ul style="list-style-type: none"> <li>• <b>Organizational Development</b> Ability to conceptualize, develop and implement initiatives related to organizational development of the department.</li> <li>• <b>Service</b> Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients.</li> <li>• <b>Performance Monitoring</b> Ability to track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels.</li> <li>• <b>Patient Relation</b> Ability to examine, diagnose and treat patients in an efficient and professional manner.</li> <li>• <b>Training</b> Ability to assist the Chair and consultants in determining residents' and students' training needs, and design, implement and evaluate effectiveness of the training program.</li> <li>• <b>Liaison</b> Ability to effectively coordinate activities of the department with the other units of the hospital, college and university.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>
<b>CORE:</b>	<b>ORGANIZATIONAL:</b>
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Medical Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Planning</b> Ability to establish the department goals and action plans in compliance with the hospital's mission, strategies and policies.</li> <li>• <b>Organizing</b> Ability to assign required tasks to all resident staff and allocate needed resource in an effective and efficient manner.</li> <li>• <b>Leading</b> Ability to motivate the resident staff and demonstrate visible commitment and consistent adherence to department policies.</li> <li>• <b>Controlling</b> Ability to monitor the performance of the resident staff and keep track of the department projects, activities and goals.</li> </ul>