

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:

11-Oct-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	Nursing Attendant II	UPSB- NATT2-427- 1998	6	18255	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
2	Nurse II	UPSB- NURS2-354- 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
3	Nurse II	UPSB- NURS2-111- 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
4	Nurse II	UPSB- NURS2-718- 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

5	Nurse II	UPSB-NURS2-593-2022	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
6	Nurse II	UPSB-NURS2-285-2022	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
7	Nurse I	UPSB-NUR1-58-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
8	Nurse I	UPSB-NUR1-66-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
9	Nurse I	UPSB-NUR1-32-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
10	Nurse I	UPSB-NUR1-46-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
11	Nurse I	UPSB-NUR1-41-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
12	Nursing Attendant I	UPSB-NATT1-196-1998	4	16209	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
13	Nursing Attendant II	UPSB-NATT2-419-1998	6	18255	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

14	Nurse III	UPSB-NURS3-182-1998	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital
15	Administrative Aide I (Utility Worker I)	UPSB-ADA1-816-2004	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
16	Pharmacist II	UPSB-PH2-165-2010	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
17	Pharmacist II	UPSB-PH2-29-2018	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
18	Pharmacist II	UPSB-PH2-31-2018	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
19	Pharmacist II	UPSB-PH2-162-2010	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
20	Pharmacist II	UPSB-PH2-179-2010	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
21	Pharmacist III	UPSB-PH3-49-1998	18	49015	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.H-3	Philippine General Hospital
22	Pharmacist III	UPSB-PH3-37-1998	18	49015	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.H-3	Philippine General Hospital

23	Medical Technologist III	UPSB-MDTK3-25-1998	18	49015	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.T-3	Philippine General Hospital
24	Medical Specialist III (Part-Time)	UPSB-MDSPT3-64-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
25	Medical Specialist IV	UPSB-MDSP4-173-2020	25	107208	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
26	Medical Specialist II	UPSB-MDSP2-97-2018	23	83659	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
27	Medical Specialist III	UPSB-MDSP3-85-1998	24	94132	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
28	Medical Specialist III	UPSB-MDSP3-84-1998	24	94132	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
29	Medical Specialist III (Part-Time)	UPSB-MDSP3-88-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
30	Medical Specialist IV	UPSB-MDSP4-172-2020	25	107208	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
31	Medical Specialist III (Part-Time)	UPSB-MDSPT3-114-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital

32	Medical Specialist III	UPSB-MDSP3-125-2018	24	94132	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
33	Precision Instrument Technician III	UPSB-PIPEC3-30-1998	11	28512	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
34	Mechanical Plant Supervisor II	UPSB-MPS2-8-1998	13	32870	Bachelor's degree in Mechanical Engineering	None required	None required	RA 1080	Pls. see attached Annex O-11	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 October 21, 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.uppgph@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

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

Annex N-34

Subject: Nurse III (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 III (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 III (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



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COMPETENCY REQUIREMENTS

Annex: J

Position: Administrative Aide I (Utility Worker I)

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
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.H-3

Position: Pharmacist III

Core:	Leadership/Managerial:
<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"> • 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 and continuous learning and improvement. • 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.
Organizational:	Technical/Functional:
<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. 	<ul style="list-style-type: none"> • Risk Assessment and Management Ability to identify, analyze, evaluate and deal with risks relative to the achievement of goals and targets of the department. • 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. • Partnering with other Government Agencies Ability to develop networks and build alliances with other government agencies and utilize relationships to gain support for the accomplishment of goals. • 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. • Data Management Ability to analyze statistics and other data by interpreting and evaluating the results to be able to formulate a report and/or presentation as reference for decision making. • Monitoring Inventory Level of Stocks Ability to gather and evaluate information whether or not to order stocks. • Dispensing of Drugs and other Medical Supplies Ability to provide the right drugs and medical supplies to the right patients.
Leadership/Managerial:	
<ul style="list-style-type: none"> • Thinking Strategically and Creatively Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness. • Achievement Orientation Ability to use internal and external resources effectively to achieve individual, team and organizational goals. 	



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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: MT-3

Position: Medical Technologist III

Technical:	Core:
<ul style="list-style-type: none"> • Ability to monitor the quality assurance and quality control mainly in the safekeeping, maintenance of equipment/instrument, proper utilization and continuous availability of chemicals, reagents and supplies. • Ability to evaluate the performance of the staff and recommend the upgrading for possible promotion. • Ability to manage and maintain the orderliness of the function of the section. • Ability to perform routine and special laboratory procedures. • Ability to attend meetings, conferences and conventions. • Ability to prepare and submit monthly and annual report, PPMP, reagents for bidding and performance target of the section. • Ability to train and conduct lectures to rotating Post- graduate Medical Technologist, Public Health students and special trainees of the department. • Ability to prepare RIV of medical supplies & submit requirements needed by the supervisor. • Ability to process, encode and release results of patient's examination done in the section. 	<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do.
	Organizational: <ul style="list-style-type: none"> Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non- verbal. Interpersonal Relationship. Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve department's goals. Time Management Comes on time during official functions, engagements and meetings. Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards. Self Projection Ability to project a confident and pleasant outlook in all undertakings. Decision- Making Ability to provide objective decisions to problems affecting work, exercise sound judgment and thinks positively.



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COMPETENCY REQUIREMENTS

Annex: M.S

Position: Medical Specialist_

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"> • Organizing Ability to train residents and other medical students, help in research activities of the residents, support in rendering services to patients, as well as scientific and professional activities of the department, in line with the mission and vision of the department. • Leading Ability to lead the residents, in conformity and observance to hospital policies. • Departmental Responsibilities Ability to be in charge of various clinical posts of the department, rendering quality services available from the department to patients and clinicians.
Technical/Functional:	
<ul style="list-style-type: none"> • Regular Rounds Ability to personally make rounds with the residents in his or her service at least once a week. • Availability to Receive Referrals or Consults Ability to accommodate and receive referrals or consults from the service residents regarding the care of their patients even if they are not physically present in the wards. • Evaluation of Residents Ability to objectively evaluate clinical performance of residents using a standard evaluation tool. 	<ul style="list-style-type: none"> • Supervision of Residents Ability to supervise and teach residents on how patients in the wards should be managed. • Communication with other Consultants Ability to communicate with consultants of other services, if needed, regarding administrative problems in the care of the service's patients, and suggest solutions for such. • Time Management Ability to come on time during official functions, engagements and meetings. • Professional/Ethical Conduct Ability to deal with patients and hospital personnel in a professional manner and conforming to high ethical standards. • Self-projection Ability to project a positive and pleasant outlook through personal grooming and dressing. • Inter-personal Relationship Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.

COMPETENCY REQUIREMENTS

Annex: O-11

Position: Mechanical Plant Supervisor 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"> • Preparing/Submitting reports, letters, memoranda and other related communications concerning the section Ability to prepare and submit reports, letters and memoranda effectively and efficiently. • Monitoring and Assessing the daily accomplishments and tasks of the section Ability to effectively and efficiently monitor with accurate recording and compilation of the accomplished daily task. • Communicating regularly with the immediate supervisor regarding problems arising in the performance of tasks of the Centralized Medical Gas and Vacuum Supply System Ability to present and discuss clearly the problems and solutions encountered during the performance of daily activities. 	<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.



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
 University of the Philippines Manila
 Taft Avenue, Manila
 (PHIC-Accredited Health Care Provider)
 ISO 9001 Certified

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.