

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:

14-Feb-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	Nurse IV	UPSB- NURS4-141- 1998	19	53873	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
2	Nurse II	UPSB- NURS2-906- 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- NURS2-542- 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- NURS2-510- 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- NURS2-29- 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-NURS2-603-2022	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 II	UPSB-NURS2-532-2022	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
8	Nurse II	UPSB-NURS2-636-2022	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
9	Nursing Attendant II	UPSB-NATT2-395-1998	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
10	Nursing Attendant II	UPSB-NATT2-424-1998	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
11	Nursing Attendant II	UPSB-NATT2-599-1998	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
12	Nursing Attendant II	UPSB-NATT2-662-1998	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
13	Nursing Attendant II	UPSB-NATT2-470-1998	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	Nursing Attendant I	UPSB-NATT1-159-1998	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
15	Nursing Attendant I	UPSB-NATT1-106-1998	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
16	Medical Officer IV	UPSB-MDOF4-66-2018	23	83659	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-MDOF4-69-2018	23	83659	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 IV	UPSB-MDOF4-159-2018	23	83659	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
19	Medical Officer IV	UPSB-MDOF4-57-2018	23	83659	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-MDOF4-79-2018	23	83659	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-MDOF4-158-2018	23	83659	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-MDOF4-73-2018	23	83659	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-MDOF4-80-2018	23	83659	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-MDOF4-38-2018	23	83659	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-MDOF4-135-2020	23	83659	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-MDOF4-45-2018	23	83659	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-MDOF3-16-2010	21	67005	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
28	Medical Officer III	UPSB-MDOF3-147-2018	21	67005	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
29	Medical Specialist II	UPSB-MDSP2-13-2018	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
30	Radiologic Technologist II	UPSB-RT2-32-1998	15	38413	Bachelor of Science in Radiologic Technology	Four (4) hours of training in Radiologic Technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Pls. see attached Annex R.T-2	Philippine General Hospital
31	Administrative Assistant III	UPSB-ADAS3-1458-2004	9	22219	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Pls. see attached Annex G-3	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 February 24, 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**

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Chief Administrative Officer

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UP-PGH, Taft Avenue, Manila

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[hrddrps.uppgh@up.edu.ph](mailto:hrddrps.uppgh@up.edu.ph)

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

## 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	Ability to assist Nurse VII in identifying problems which require investigative studies.  Ability to develop, implement, monitor and evaluate Quality Assurance programs for nursing and evidenced based nursing practice in the clinical areas.  Ability to assist the Nurse VII in the evaluation of entry level nursing service applicants and in promotion of nursing personnel.  Ability to develop and evaluate testing tools.  Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
PERSONAL		
1. Time Management	Ability to come 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-34****Subject: Nurse IV (DNET)**

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
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
<b>TECHNICAL</b>		
1. Training and Education	<p>Ability to develop a tool for training needs analysis.</p> <p>Ability to develop, implement and evaluate training programs.</p> <p>Ability to provide learning and experiential opportunities for career and personal growth of the nursing personnel.</p> <p>Ability to act as resource person in training programs and related training activities.</p> <p>Ability to facilitate requests for educational tour, training, and affiliations of different schools and institutions.</p> <p>Ability to establish collaborative relationship with colleagues and other members of the healthcare team.</p>	4
2. Research	Ability to participate and implement results of research studies within the unit as recommended.	4
<b>PERSONAL</b>		
1. Time Management	<p>Ability to report 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-12

### Subject: Nurse II

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Unit Management	Ability to adhere to rationale utilization, allocation and maintenance of resources within the nursing care unit .	4
2. Networking and Linkages	Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
TECHNICAL		
1. Patient Care	Ability to perform safe and effective nursing care services.	4
2. Training and Education	Ability to attend to learning and experiential activities for career and personal growth.	4
3. Research	Ability to participate in research related activities within the Philippine General Hospital.	4
PERSONAL		
1. Time Management	Ability to report on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.	4

#### LEGEND:

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

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

<b>Competence Title</b>	<b>Competence Definition</b>	<b>Desired Competency Level</b>
<b>MANAGEMENT</b>		
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
<b>TECHNICAL</b>		
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
<b>PERSONAL</b>		
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: 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>
CORE:	ORGANIZATIONAL:
<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>



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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>	<p><b>Core:</b></p> <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: M.S**

**Position: Medical Specialist**

Core:	Organizational:
<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>Organizing</b> 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.</li> <li>• <b>Leading</b> Ability to lead the residents, in conformity and observance to hospital policies.</li> <li>• <b>Departmental Responsibilities</b> Ability to be in charge of various clinical posts of the department, rendering quality services available from the department to patients and clinicians.</li> <li>• <b>Supervision of Residents</b> Ability to supervise and teach residents on how patients in the wards should be managed.</li> </ul>
Technical/Functional:	
<ul style="list-style-type: none"> <li>• <b>Regular Rounds</b> Ability to personally make rounds with the residents in his or her service at least once a week.</li> <li>• <b>Availability to Receive Referrals or Consults</b> 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.</li> <li>• <b>Evaluation of Residents</b> Ability to objectively evaluate clinical performance of residents using a standard evaluation tool.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Communication with other Consultants</b> 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.</li> <li>• <b>Time Management</b> Ability to come on time during official functions, engagements and meetings.</li> <li>• <b>Professional/Ethical Conduct</b> Ability to deal with patients and hospital personnel in a professional manner and conforming to high ethical standards.</li> <li>• <b>Self-projection</b> Ability to project a positive and pleasant outlook through personal grooming and dressing.</li> <li>• <b>Inter-personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.</li> </ul>



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## COMPETENCY REQUIREMENTS

### Annex R.T-2

### Position: Radiologic Technologist II

Core:	Organizational:
<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>Effective Communication</b> Ability to communicate well with stakeholders and express oneself in a polite manner.</li> <li>• <b>Teamwork</b> Ability to work and coordinate well with co-workers.</li> <li>• <b>Demonstrating Personal Effectiveness</b> Ability to perform duties and responsibilities with initiative, flexibility and enthusiasm.</li> <li>• <b>Championing and Applying Innovation</b> Ability to apply technical skills and knowledge to perform assigned tasks. Ability to adapt to new technology.</li> <li>• <b>Delivering Service Excellence</b> Ability to render quality diagnostic services in a timely, professional, courteous and ethical manner.</li> <li>• <b>Time Management</b> Ability to report on time to work, meetings and other engagements.</li> <li>• <b>Work Ethics</b> Ability to maintain professionalism and uphold the highest standard principles and values in the workplace.</li> <li>• <b>Interpersonal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve department goals.</li> <li>• <b>Self Projection</b> Ability to project a positive and pleasant outlook through personal grooming and dressing.</li> <li>• <b>Innovation</b> Ability to exploit new ideas for the benefit of the organization.</li> </ul>
Technical / Functional:	
<ul style="list-style-type: none"> <li>• <b>Technical Proficiency</b> Ability to apply technical knowledge and skills required to perform one's task as expected of the person's position and compliance to other assigned tasks. Ability to perform venipuncture by following legal, professional and policy requirements.</li> <li>• <b>Recording and Documentation</b> Ability to record and encode supplies, patients' data and services through the hospital's information system.</li> <li>• <b>Radiation Safety</b> Ability to practice radiation safety standards to be able to protect himself/herself and the public from unnecessary exposures.</li> <li>• <b>Administrative Efficiency</b> Responsibility in ensuring that machines/ procedures/ supplies/ upkeep of areas are well kept including the preventive maintenance.</li> </ul>	



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## COMPETENCY REQUIREMENTS

### Annex: G-3

#### Position: Administrative Assistant III

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>• Ability to coordinate with the consultant staff of the poison center in lieu of communicating the activities of the unit.</li> <li>• Ability to communicate through email and telecommunications with external agencies and offices (both governmental and non-governmental agencies) that is aligned with the purpose of the unit.</li> <li>• Ability to organize the reports and other documentary files of the poison center that is readily available and accessible in a filing and recording system.</li> <li>• Ability to create posters for information dissemination.</li> </ul>
Technical/Functional:	Organizational:
<ul style="list-style-type: none"> <li>• Ability to perform a variety of clerical and administrative tasks (sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference).</li> <li>• Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications.</li> <li>• Ability to properly operate and utilize computer devices and other office equipment (personal computer, printer, manual or electric typewriter, photocopying machine, fax machine, scanner, etc) in preparing requests, communication or other assigned tasks.</li> <li>• Ability to follow up pertinent papers, correspondence, etc. and attends to inquiries or refers telephone calls and clients to proper personnel and/or unit.</li> <li>• Ability to prepare/consolidate reports and other job related request/s.</li> </ul>	<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>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>