

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-Jan-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	Laboratory Technician II	UPSB- LABT2-257- 1998	8	20534	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Laboratory Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex L.T-2	Philippine General Hospital
2	Administrative Assistant III (Senior Bookkeeper)	UPSB- ADAS3-1470- 2004	9	22219	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al) / First Level Eligibility	Pls. see attached Annex S.B	Philippine General Hospital
3	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6- 1874-2004	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) / First Level Eligibility	Pls. see attached Annex A-4	Philippine General Hospital

4	Administrative Assistant II (Accounting Clerk III)	UPSB-ADAS2-2019-2004	8	20534	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex A-8	Philippine General Hospital
5	Administrative Officer II (Financial Analyst I)	UPSB-ADOF2-688-2004	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex A-13	Philippine General Hospital
6	Physical Therapist III	UPSB-PHT3-58-2018	18	49015	Bachelor's degree in Physical Therapy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls see attached Annex P.T-3	Philippine General Hospital
7	Medical Technologist II	UPSB-MDTK2-119-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
8	Medical Technologist II	UPSB-MDTK2-120-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital

9	Medical Technologist II	UPSB-MDTK2-126-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
10	Medical Technologist II	UPSB-MDTK2-189-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
11	Medical Technologist II	UPSB-MDTK2-223-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
12	Food Service Supervisor III	UPSB-FOSS3-15-1998	15	38413	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex F.S-3	Philippine General Hospital
13	Nutritionist-Dietitian II	UPSB-ND2-24-1998	15	38413	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D-2	Philippine General Hospital

14	Pharmacist V	UPSB-PH5-198-2010	22	74836	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex P.H-5	Philippine General Hospital
15	Pharmacist V	UPSB-PH5-199-2010	22	74836	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex P.H-5	Philippine General Hospital
16	Pharmacist V	UPSB-PH5-197-2010	22	74836	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex P.H-5	Philippine General Hospital
17	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4193-2004	3	15265	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
18	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4084-2004	3	15265	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
19	Administrative Aide I (Utility Worker I)	UPSB-ADA1-798-2004	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
20	Administrative Aide I (Utility Worker I)	UPSB-ADA1-770-2004	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

21	Administrative Aide I (Utility Worker I)	UPSB-ADA1-788-2004	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
22	Administrative Aide I (Utility Worker I)	UPSB-ADA1-765-2004	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
23	Administrative Aide I (Utility Worker I)	UPSB-ADA1-786-2004	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
24	Administrative Aide I (Utility Worker I)	UPSB-ADA1-809-2004	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
25	Administrative Aide I (Utility Worker I)	UPSB-ADA1-804-2004	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
26	Administrative Aide IV (Clerk II)	UPSB-ADA4-2991-2004	4	16209	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex G-1	Philippine General Hospital
27	Social Welfare Officer II	UPSB-SOCWO2-35-1998	15	38413	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Pls. see attached Annex M.S	Philippine General Hospital

28	Social Welfare Officer I	UPSB-SOCWO1-16-2020	11	28512	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex M.S	Philippine General Hospital
29	Administrative Assistant III (Storekeeper III)	UPSB-ADAS3-1479-2004	9	22219	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex P.S-19	Philippine General Hospital
30	Administrative Aide VI (Clerk III)	UPSB-ADA6-2298-2004	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	Pls. see attached Annex G	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 January 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;
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.



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: L.T - 2

Position: Laboratory Technician II (Drug Testing Unit)

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"> • Ability to use/encode information in the Integrated Drug Test Operation and Management Information System (IDTOMIS). • Ability to use the Drug Testing Unit (DTU) data entry for census. • Ability to write and speak in English. • Ability to attend to inquiries or refer telephone calls and clients to concerned personnel/unit. • Ability to maintain a clean and orderly working environment. • Must have a Certificate of Training as Authorized Sample Collector • Must have at least 6 months of relevant experience working as Authorized Sample Collector. 	<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: S.B

Position: Administrative Assistant III (Senior Bookkeeper)

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



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: A-4

Position: Administrative Aide VI (Accounting Clerk II)

<p>Core:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Physically fit to perform assigned task and ability to project a positive and pleasant outlook through personal grooming and dressing. • Time Management Ability to come on time during official functions, to work during weekends and holidays and shifting schedule.
<p>Organizational:</p> <ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. 	<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Computer Literacy Ability to perform computer operations, properly utilize computer devices for the preparation of financial reports, hospital bills and other related tasks. • Speaking Effectively Effective communications re send clear, complete, accurate and understood information and messages and carefully listen to others. • Ability to process, check/verify entries in preparation of disbursement voucher, hospital bills, application for discounts and other related transactions.



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: A-8

Position: Administrative Assistant II (Accounting Clerk 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. • Self-Projection Physically fit to perform assigned task, ability to project a positive and pleasant outlook through a cheerful attitude, personal grooming and suitable dressing. • Time Management Ability to coordinate and complete multiple projects/reports in a deadline-oriented environment, to come on time during official functions and to work during weekends and holidays.
Technical/Functional:	
<ul style="list-style-type: none"> • Computer Literacy Ability to perform computer operations, properly utilize computer devices, adeptly prepare spreadsheets using MS Excel and financial statements and reports using MS Office, proficiency in email and internet. • Managing Information Works through electronic data to generate relevant information and reports. • Speaking Effectively Effective communications; re send clear, complete, accurate and understood information and messages and carefully listen to others. 	



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: A-13

Position: Administrative officer II (Financial Analyst I)

Core:	Technical/Functional:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty. • Integrity Having moral discernment 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"> • Financial Administration Ability to excellently utilize mathematical knowledge in computing for the net due to internal and external stakeholders after deductions for taxes withheld, penalties, retention fees, mobilization fee and other applicable deductions based on diligent pre-audit of documents attached to disbursement vouchers. • Computer Literacy Ability to perform computer operations, properly utilize computer devices, adeptly prepare spreadsheets using MS Excel and financial statements and reports using MS Office, proficiency in E-mail and Internet. • Managing Information Ability to work through electronic data to generate relevant information and reports. • Speaking/Writing Effectively Ability to effectively communicate; re: send clear, complete, accurate and understandable information and messages and to carefully listen to others. • Solving Problems and Making Decisions Ability to provide timely solutions to problems and decision dilemmas that do not have clear-cut options and that resolution may require some analysis or creativity. • Time Management Ability to coordinate and complete multiple projects/reports in a deadline-oriented environment, to come on time during official functions and to work beyond office hours, weekends, and holidays. • Demonstrating Personal Effectiveness Ability to maintain effective behavior in challenging situations and to overcome obstacles within his/her area of control and to take responsibility for results of own action and not to blame others. • Self-Projection Physically fit to perform assigned tasks, ability to project a positive and pleasant outlook through a cheerful attitude, personal grooming and suitable dressing.
Organizational:	
<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Managing Information Ability to organize, process, distribute and manage information to support or facilitate the data requirements of the organization. 	



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: P.T-3

Position: Physical Therapist 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"> • Leading Change Ability to plan, develop and manage an approach by transitioning individuals or organization from the current state to future state. • Building Collaborative inclusive Working Relationship Ability to identify, create and strengthen mutually beneficial partnerships in order to achieve goals and objectives of the organization.
Organizational:	Technical:
<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"> • Conducting Physical Therapy Evaluation Ability to perform accurately and safely physical therapy assessment procedures and operate equipment to patients in all PT clinics. • Implementing Therapeutic Exercises Ability to administer therapeutic exercise procedures or instruct the patient to correctly and safely perform therapeutic exercises to achieve PT treatment goals in all PT clinics. • Administering Physical Modalities Ability to correctly and safely operate PT equipment or machinery to achieve PT treatment goals in all PT clinics. • Recording PT assessment and Treatment Procedures Ability to accurately document and maintain records of PT assessment and treatment procedures. • Conducting Maintenance of all PT Facilities and Equipment Ability to monitor good working conditions of all PT facilities and equipment, recognition of defective or below-par performance and prepare the necessary job order request. • Appraising Trainee Performance Ability to recognize strengths and weaknesses of trainee while performing training activities. • Appraising Progress of Programs and Projects Ability to recognize status, strengths and weaknesses of section projects or programs.



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: M.T-2

Position: Medical Technologist II

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business. • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal.
Technical/Functional:	
<ul style="list-style-type: none"> • Performs quality laboratory procedures (routine & special) done by the section and phlebotomy at night (as need arises) • Performs quality control mainly in the safekeeping and proper utilization of chemicals, reagents, supplies and instruments. • Verifies, records and releases quality laboratory results performed by the section. • Trains and conducts lecture to rotating postgraduate medical technologist, special trainees and public health students of the department. 	<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: F.S-3

Position: Food Service Supervisor 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"> • 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, engagement 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. Thinks positively.
Technical/Functional:	Leadership:
<ul style="list-style-type: none"> • Ability to supervise pre-preparation and actual cooking of meals. • Ability to prepare reports. • Ability to train and evaluate assigned personnel, students, trainees and dietetic residents. • Ability to facilitate purchase and maintenance of equipment and other needs. • Ability to supervise and ensure high degree of sanitation and safety of the workplace. • Ability supervise catering functions. • Ability to relieve other Food Service Administration Division (FSAD) dietitians. 	<ul style="list-style-type: none"> • Capable of managing performance of subordinate. • Possess coaching skills.



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: D-2

Position: Nutritionist-Dietitian II

<p>CORE:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Recording foodstuff (contract and negotiated) deliveries and petty cash purchases. <i>(Food Procurement and Cost Accounting)</i> • Certifying the accuracy of Disbursement Vouchers. <i>(Food Procurement and Cost Accounting)</i> • Orienting, supervising and evaluating subordinate personnel. <i>(Food Procurement and Cost Accounting)</i> • Requesting, issuing and checking inventory of housekeeping supplies. <i>(Food Production and Personnel Management, Meal Planning and Storeroom Control)</i> • Checking and Supervising Storage and inventory of foodstuffs. <i>(Food Production and Personnel Management, Meal Planning and Storeroom Control)</i> • Testing/Standardizing recipes and portion servings. <i>(Food Production and Personnel Management, Meal Planning and Storeroom Control)</i>
<p>TECHNICAL:</p> <ul style="list-style-type: none"> • Providing quality and timely nutritional care to all in-patients. <i>(Charity (Surgery) Dietitian)</i> • Conducting accurate diet instruction and nutrition/education lectures to patients and watchers. <i>(Charity (Surgery) Dietitian)</i> • Conducting training programs to students, personnel, medical and paramedical staff. • Relieving duties as needed. • Directing and supervising meal service and plating of regular diet. <i>(Late Meal Service and Equipment Control)</i> • Ability to prepare/consolidate reports and other job related request/s. • In-charge of equipment control. <i>(Late Meal Service and Equipment Control)</i> • Preparing and submitting reports. <i>(Late Meal Service and Equipment Control)</i> • Updating job description. <i>(Late Meal Service and Equipment Control)</i> • Checking/Supervising preparation of table appointments and venue of all catering services/special functions of the hospital. <i>(Late Meal Service and Equipment Control)</i> • Receiving and inspecting foodstuffs/deliveries. <i>(Food Procurement and Cost Accounting)</i> 	<p>ORGANIZATIONAL:</p> <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, engagement 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. Thinks positively.



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

COMPETENCY REQUIREMENTS

Annex: P.H-5

Position: Pharmacist V

<p>Core:</p> <p>Service Having the commitment to place customer satisfaction at the core of our organization's business</p> <p>Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty</p> <p>Integrity Having moral discernment, it is doing the right thing at all times and in all circumstances</p> <p>Compassion The motivation to relieve the suffering of others</p> <p>Excellence When we demand more from ourselves than our clients do.</p>	<p>Building Collaborative, Inclusive Working Relationships Ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.</p> <p>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.</p> <p>Resolving Problems Ability to document the identified problem(s), causative factor(s) and options for resolving the problems in a timely manner.</p>
<p>Organizational:</p> <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>Technical/Functional:</p> <p>Practice Pharmacy Standards Ability to describe the fundamental obligations of pharmacists to behave and practice in a manner that upholds the reputation and standing of the profession.</p> <p>Quality Service in Accordance with Professional Standards and Statutory Requirements Ability to develop policies and procedures for pharmacy services/activities that are consistent with professional standards and statutory requirements.</p> <p>Risk Assessment and Management Ability to identify, analyze, evaluate and deal with risk relative to the achievement of goals and targets of the department.</p>
<p>Leadership/Managerial:</p> <p>Leadership Ability to align strategic objectives for the pharmacy service with organizational objectives.</p> <p>Organizational Flexibility and Responsiveness Ability to describe the way in which roles within the organizational structure have been changed to accommodate changes in service provision.</p> <p>Leading Change Ability to generate genuine enthusiasm and momentum for organization change. It involves engaging and enabling groups to understand, accept and commit to change agenda. It also includes advancing and sustaining change.</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>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.</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>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.</p> <p>Computer Skills Ability to operate standard personal computer and use available computer software, applications and technology.</p>



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: J

**Position: Administrative Aide II (Utility Worker I)/
 Administrative Aide III (Utility Worker II)**

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
Technical/Functional:	
<ul style="list-style-type: none"> • Maintenance of Cleanliness Ability to effectively maintain the cleanliness of the office/ward including all equipment and office/ward facilities. • Messengerial Job Ability to promptly perform messengerial tasks and deliver documents and other important communications. • Health and Safety Practices Ability to practice and perform occupational health, workplace and safety procedures such as but not limited to disposal of toxic and hazardous disposable materials. 	



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: G-1

Position: Administrative Aide IV (Clerk 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 perform a variety of clerical and administrative tasks (<i>sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference</i>) • Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications • Ability to properly operate and utilize computer devices and other office equipment (<i>personal computer, printer, manual or electric typewriter, photocopying machine, fax machine, etc.</i>) in preparing requests, communication or other assigned tasks • Ability to store, issue and maintain records of office supplies • Ability to follow up pertinent papers, correspondence, payrolls, vouchers, etc. and attends to inquiries or refers telephone calls and clients to proper personnel and/or unit. • Ability to prepare/consolidate reports and other job related request/s. 	



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: M.S

Position: Social Welfare Officer I / Social Welfare Officer II

<p>CORE:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties. • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
<p>ORGANIZATIONAL:</p> <ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. 	<p>TECHNICAL/FUNCTIONAL:</p> <ul style="list-style-type: none"> • Policy Interpretation and Implementation Ability to assess, evaluate and classify patient's socioeconomic condition accurately. Ability to facilitate referrals for cases needing material assistance, with complete documents and special diagnostic procedures done outside the hospital. • Program Management Ability to manage cases through the application of social work theories and principles particularly social work intervention. • Performance Management Ability to actively participate in different interdepartmental meetings and activities. • Records Management and Research Skills Ability to document all relevant data and the process of social case management accurately.



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: P.S-19

Position: Administrative Assistant III (Storekeeper III) (PPES)

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"> • Ability to record/encode receipts, issues, transfers and condemn of equipment & Semi expendable (SE) in Property card, working paper and data files. • Ability to prepare PSD Summary of Equipment Balances (quarterly). • Ability to conduct the regular physical inventory taking of the assigned areas. • Ability to prepare and submit documents/reports on time. • Ability to monitor the physical inventory of equipment/SE items for transfer to a new accountable officer. • Ability to reconcile physical inventory report of equipment/SE items with PSD records. • Ability to prepare inventory list of equipment and semi-expendable (SE) items. • Ability to process Property Clearance and Accountability Release for employees. • Ability to maintain and organize files. • Ability to perform other duties/tasks that may be delegated/assigned by the supervisor. 	



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: G

Position: Administrative Aide VI (Clerk 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"> • 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 perform a variety of clerical and administrative tasks (<i>sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference</i>) • Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications • Ability to properly operate and utilize computer devices and other office equipment (<i>personal computer, printer, manual or electric typewriter, photocopying machine, fax machine, etc.</i>) in preparing requests, communication or other assigned tasks • Ability to store, issue and maintain records of office supplies • Ability to follow up pertinent papers, correspondence, payrolls, vouchers, etc. and attends to inquiries or refers telephone calls and clients to proper personnel and/or unit. • Ability to prepare/consolidate reports and other job related request/s. 	