

CS Form No. 9
Revised 2018

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be in MS Excel format

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: 16-May-25

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Nurse II	UPSB- NURS2-413- 2022	16	43560	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
2	Medical Officer IV	UPSB- MDOF4-92- 2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
3	Radiologic Technologist	UPSB-RT2- 32-1998	15	40208	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-2	Philippine General Hospital
4	Administrative Officer IV	UPSB- ADOF4-1121- 2004	15	40208	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 A.O-4	Philippine General Hospital

5	Medical Equipment Technician III	UPSB-MEQT3-4-1998	11	30024	Completion of relevant two years studies in College or Completion of relevant Medical Laboratory Technician Course	8 hours of relevant training	2 years of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-9	Philippine General Hospital
6	Medical Equipment Technician IV	UPSB-MEQT4-8-1998	13	34421	Completion of relevant two years studies in College or Completion of relevant Medical Laboratory Technician Course	16 hours of relevant training	3 years of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-10	Philippine General Hospital
7	Precision Instrument Technician III	UPSB-PIPEC3-30-1998	11	30024	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
8	Mechanical Plant Supervisor II	UPSB-MPS2-8-1998	13	34421	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 May 26, 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.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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



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COMPETENCY REQUIREMENTS

Annex: MO - 4

Position: Medical Officer IV

TECHNICAL/FUNCTIONAL:	CORE:
<ul style="list-style-type: none"> • Organizational Development Ability to conceptualize, develop and implement initiatives related to organizational development of the department. • Service Ability to identify completely ahead of time the materials which will be needed for quality treatment of patients. • Performance Monitoring Ability to track of, regularly, the subordinates' accomplishments and the improvement of their proficiency levels. • Patient Relation Ability to examine, diagnose and treat patients in an efficient and professional manner. • Training Ability to assist the Chair and consultants in determining residents' and students' training needs, and design, implement and evaluate effectiveness of the training program. • Liaison Ability to effectively coordinate activities of the department with the other units of the hospital, college and university. 	<ul style="list-style-type: none"> • Excellence Demanding more from ourselves than our clients do.
	<p style="text-align: left;">ORGANIZATIONAL:</p> <ul style="list-style-type: none"> • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals • 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 • Medical Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Planning Ability to establish the department goals and action plans in compliance with the hospital's mission, strategies and policies. • Organizing Ability to assign required tasks to all resident staff and allocate needed resource in an effective and efficient manner. • Leading Ability to motivate the resident staff and demonstrate visible commitment and consistent adherence to department policies. • Controlling Ability to monitor the performance of the resident staff and keep track of the department projects, activities and goals.
<p style="text-align: left;">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. 	



COMPETENCY REQUIREMENTS

Annex R-2

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



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COMPETENCY REQUIREMENTS

Annex A.O-4

Position: Administrative Officer IV

<p>Core:</p>	<ul style="list-style-type: none"> • Planning and Delivering Ability to sequence actions and events and identify resources needed in order to execute initiatives in an orderly and effective manner to achieve mission & vision goals • Managing Information Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization • Problem Solving and Decision Making Ability to resolve deviations and/or select the appropriate alternative to situations, issues or dilemmas in order to identify or arrive at the most feasible and beneficial outcome, option or solution for the organization and/ or its stakeholders.
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment, it is doing the right thing at all times and in all circumstances • Compassion The motivation to relieve the suffering of others • Excellence When we demand more from ourselves than our clients do. 	<p>Leadership/Managerial:</p>
<p>Organizational:</p>	<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 of continuous learning and improvement. • Creating and Nurturing a High Performing Organization Ability to create a high performing organizational culture that is purpose driven, results based, client focused and team oriented. • 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.
<ul style="list-style-type: none"> • Demonstrating Personal Effectiveness Ability to exercise self-direction and motivation in fulfilling assigned task while meeting set standards/requirements. • Effective Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal; must be clear, direct to the point empathetic, spontaneous; must be a good receiver of communication. • Building Strategic Relationship Initiates, cultivates and maintains strategic alliances with management and other stakeholders within and outside the organization. Identifies and addresses obstacles. Collaborates with colleagues to achieve results in alignment with the mission and vision of the hospital/university. • Championing and Applying Innovation Ability to contribute new ideas, approaches and solutions to meet/address/respond to changing situations and to capitalize on opportunities and drives results. 	

Technical/Functional:

- Ability to work with minimal direction and to undertake a diverse range of tasks.
- Ability to communicate effectively by answering queries and able to teach others as to requirements of work to be accomplished related to the department or division's services.
- Ability to prioritize, achieve deadlines under pressure, work independently and as member of a team with high standard of organizational skills.
- Ability to exhibit good sense of judgment and decision-making.
- Ability to demonstrate skills in conflict resolution including good comprehension and confidence in the spoken word and above average communication skills (oral and written report presentation).
- Ability in computer operation including proficiency in electronic applications of a current organization's electronic information/documentary system.
- Very good planning ability and foresight.
- With experience in a recent administrative position, having performed supervisory and managerial duties in a clinical department.



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COMPETENCY REQUIREMENTS

Annex: O-9

Position: Medical Equipment Technician III

<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. 	<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. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal.
<p>Technical/Functional:</p> <ul style="list-style-type: none"> • Assessing Equipments Ability to assess/troubleshoot repairs, perform preventive maintenance/calibration and install medical and other hospital equipment. • Tracing/Interpreting the Schematic Diagram Ability to read and understand the technical manual and tracing/interpreting the schematic diagram of biomedical equipment. • Up-to-Date in Audio and Video Technology Ability to repair, install, operate and blend mixing in audio and video technology. Ability to perform signal analysis, data acquisition, monitoring and streaming. • Keeping the Work Area, Tools and Equipment Safe and Clean Ability to maintain the orderliness and cleanliness of tools, equipments and surroundings/work area of the unit. 	<ul style="list-style-type: none"> • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.



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COMPETENCY REQUIREMENTS

Annex: O-10

Position: Medical Equipment Technician IV

<p>Core:</p>	<ul style="list-style-type: none"> • Cleaning and keeping the tools and equipment safe. Orderliness of the shop and work area Ability to maintain the orderliness and cleanliness of tools and equipment, surroundings and work area of the Biomedical Section/Unit.
<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. 	<p>Organizational:</p>
<p>Technical/Functional::</p>	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a consistent professionalism, fairness and adherence to institutional values and ethical standards when interacting with clients, colleagues and stakeholders. • 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 clearly and professionally in oral and written forms. Adapt communication style based on audience and context. Prepare accurate reports, correspondence and documentation. • 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"> • Receiving, Disseminating, Monitoring & Submission of JOR (Job Order Request) Ability to efficiently receive records, track and submit Job Order Requests (JORs). Ensures accuracy, timeliness and compliance with standard operating procedures. • Coordinating the materials needed by the staff Ability to coordinate timely procurement and distribution of materials and equipment. Ensures compliance with procurement guidelines and supports operational continuity. • Assisting in the preparation of feedback, letters and other communications Ability to assist the supervisor in the preparation of feedback through oral and written methods consistent with hospital's rules and regulations. 	

Leadership:

- **Technical Leadership**

Ability to take proactive ownership of the Biomedical Section's technical operations by anticipating, identifying and resolving issues with minimal supervision. Ability to ensure strict compliance with hospital protocols, safety standards and regulatory requirements. Ability to promote audit readiness, implement process improvement and support continuous quality enhancement. Ability to mentor staff, transfer technical knowledge and foster a culture of innovation and operational excellence.

- **Professional Leadership**

Ability to demonstrate ethical conduct, integrity and accountability in all professional interactions. Ability to cultivate a collaborative, respectful and inclusive workplace aligned with service excellence. Ability to maintain composure and sound judgment in high pressure situations and to show resilience during operational or organizational challenges. Ability to adapt to changing priorities and guide others through transitions while upholding compassion, professionalism and commitment to institutional goals.



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COMPETENCY REQUIREMENTS

Annex: O-17

Position: Precision Instrument Technician III

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal.
Technical/Functional:	
<ul style="list-style-type: none"> • Troubleshooting, Checking and Repairing Ability to assess, check-up and troubleshoot the malfunctioning equipment and its part that caused the machine defective. • Performing Preventive Maintenance Ability to perform the preventive maintenance of the biomedical equipment at the various units of the hospital as per hospital schedule of the PM Plan. • Receiving and Labeling Ability to receive incoming Job Order Request and label the equipment (if any) for proper identification. • Performing 5-S and Answering Telephone Calls Ability to clean the working area, tool keeping and answering telephone calls. • Installation and Operation of Sound Systems Ability to install and operate the audio visual system equipment when there is a request for every sound system during celebration. 	<ul style="list-style-type: none"> • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.



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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.