

CS Form No. 9
Revised 2018

Electronic copy to be submitted to the CSC FO must
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:

19-Jul-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Medical Officer III	UPSB- MDOF3-809- 1998	21	63997	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
2	Nurse II	UPSB- NURS2-603- 2022	16	39672	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- NURS2-422- 2022	16	39672	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- NURS2-692- 2022	16	39672	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-NURS2-423-2022	16	39672	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 IV	UPSB-NURS4-115-1998	19	51357	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
7	Nurse IV	UPSB-NURS4-102-1998	19	51357	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
8	Medical Specialist III (Part-Time)	UPSB-MDSP3-74-1998	24	45039	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
9	Social Welfare Officer II	UPSB-SOCWO2-25-1998	15	36619	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-1	Philippine General Hospital
10	Social Welfare Officer II	UPSB-SOCWO2-27-1998	15	36619	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-1	Philippine General Hospital
11	Radiologic Technologist II	UPSB-RT2-31-1998	15	36619	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
12	Radiologic Technologist II	UPSB-RT2-40-1998	15	36619	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
13	Radiologic Technologist II	UPSB-RT2-72-2018	15	36619	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

14	Respiratory Therapist II	UPSB-RSTH2-14-2018	14	33843	Bachelor of Science in Respiratory Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080 (Respiratory Therapist)	Pls. see attached Annex P.M-25	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 July 29, 2024.

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

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

Ms. Marjorie L. Torres
 Chief Administrative Officer
 UP-PGH, Taft Avenue, Manila
hrddrps.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: M.O-3

Position: Medical Officer III

Technical/Functional:	Organizational:	
<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 keep 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. 	<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. 	
<ul style="list-style-type: none"> • 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. 	<th data-bbox="787 1294 1469 1346">Core:</th>	Core:
	<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. 	

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-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
MANAGEMENT		
1. Human Resource Management	Ability to assist the Nurse VII in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
TECHNICAL		
1. Training and Education	Ability to develop a tool for training needs analysis. Ability to develop, implement and evaluate training programs. Ability to provide learning and experiential opportunities for career and personal growth of the nursing personnel. Ability to act as resource person in training programs and related training activities. Ability to facilitate requests for educational tour, training, and affiliations of different schools and institutions. Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
2. Research	Ability to participate and implement results of research studies within the unit as recommended.	4
PERSONAL		
1. Time Management	Ability to report on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

LEGEND:

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



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: Medical Specialist_

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Organizing Ability to train residents and other medical students, help in research activities of the residents, support in rendering services to patients, as well as scientific and professional activities of the department, in line with the mission and vision of the department. • Leading Ability to lead the residents, in conformity and observance to hospital policies. • Departmental Responsibilities Ability to be in charge of various clinical posts of the department, rendering quality services available from the department to patients and clinicians. • Supervision of Residents Ability to supervise and teach residents on how patients in the wards should be managed. • Communication with other Consultants Ability to communicate with consultants of other services, if needed, regarding administrative problems in the care of the service's patients, and suggest solutions for such. • Time Management Ability to come on time during official functions, engagements and meetings. • Professional/Ethical Conduct Ability to deal with patients and hospital personnel in a professional manner and conforming to high ethical standards. • Self-projection Ability to project a positive and pleasant outlook through personal grooming and dressing. • Inter-personal Relationship Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.
Technical/Functional:	
<ul style="list-style-type: none"> • Regular Rounds Ability to personally make rounds with the residents in his or her service at least once a week. • Availability to Receive Referrals or Consults Ability to accommodate and receive referrals or consults from the service residents regarding the care of their patients even if they are not physically present in the wards. • Evaluation of Residents Ability to objectively evaluate clinical performance of residents using a standard evaluation tool. 	



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-1

Position: 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 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. • 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.
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. 	



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.M. - 25

Position: Respiratory Therapist II

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"> • Capable of maintaining and troubleshooting of ICU equipment. • Capable of assessing operational status of ICU equipment and be proactive with maintenance and repair issues. • Ability to train-re-train all end users of PGH ICU equipment. • Ability to come on time on all official functions and engagements. • Capable of crafting and implementing ICU equipment operational policies for a tertiary hospital. • Ability to project a positive and pleasant outlook. • Ability to deal with superiors courteously and with fellow employees and inspire people to achieve the hospital goals. • Ability to properly charge patients using PGH owned equipment. • Must have at least two (2) years of Respiratory Therapy experience. • Must have work experience serving at least 20 intubated patients on daily basis. • Must have adequate exposure to ventilators with PC and VC capabilities (High and features like APRV, PAV will be plus factors); infusion and syringe pump; non-invasive patient monitors. • Able to perform complete spirometries and lung volume studies.
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. • 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"> • Must be knowledgeable in MS office and excel office.