

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: 20-Sep-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	Records Officer I	UPSB-RO1- 97-1998	10	24381	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex M.R	Philippine General Hospital
2	Administrative Aide VI (Clerk III)	UPSB-ADA6- 2169-2004	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility	Pls. see attached Annex G	Philippine General Hospital
3	Nursing Attendant II	UPSB- NATT2-495- 1998	6	18255	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital

4	Nursing Attendant II	UPSB-NATT2-638-1998	6	18255	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex N.A	Philippine General Hospital
5	Psychologist II	UPSB-PSY2-61-2020	15	38413	Master's degree in Psychology	8 hours of relevant training on the delivery of psychological services which include psychological interventions, psychological assessment and psychological programs	1 year of relevant experience involving the delivery of psychological services	RA 10029 (Psychologist)	Pls. see attached Annex PS-2	Philippine General Hospital
6	Physical Therapist I	UPSB-PHT1-21-2020	11	28512	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	Pls. see attached Annex P.T-1	Philippine General Hospital
7	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

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 September 30, 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.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PHILIPPINE GENERAL HOSPITAL
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COMPETENCY REQUIREMENTS

Annex: M.R

Position: Records Officer I

CORE:	ORGANIZATIONAL:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements. • Managing Information Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization
TECHNICAL/FUNCTIONAL:	
<ul style="list-style-type: none"> • With preference in knowledge on the use of Radish and ERP system, as well as the understanding of the Data Privacy Act. • With basic knowledge in Health Records Keeping and Management. • Can communicate effectively with management. • Prospective incumbent/s shall be assigned at DEM – Palistahan. 	



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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. • 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 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>) with preference in the use of Radish and ERP systems. • Ability to store, issue and maintain records of office supplies • Ability to assist patient/client inquiries via telephone calls and personal correspondences. • Ability to prepare/consolidate reports and other job related request/s. 	

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

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

LEGEND:

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



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COMPETENCY REQUIREMENTS

Annex: P.S-2

Position: Psychologist 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"> • Deputy Chief Ability to perform management and administrative functions relevant to the section; perform other duties assigned by the department chair or section chief to whom she/he is directly accountable. • Staff Member Ability to perform all other duties as may be assigned by the department chair and section chief to whom she/he is directly accountable; actively participate in special projects and activities of the department including research; actively participate in conference and meetings that requires his/her attendance; provide patient care (diagnostic and therapeutic) in accordance with the guidelines and standards set by the section/department; actively participate in training activities of the department. • Equipments and Supplies Office Ability to ensure the maintenance of the section's different equipment and materials; formulate and/ or revise policies and guidelines to ensure its availability and quality. • Archives Forms and Documentations Officer Ability to ensure the availability and quality of all the forms, and documents such as evaluation reports, test materials and home programs. • Training Officer Ability to assist in the formulation of the training program of the department and of the section as guided by the objectives set by the department; participates in the preparation of the schedule of all training activities; keep and accurately record all the necessary data for the training program; conducts orientations, lectures and moderate presentations when necessary. • Clinician Ability to provide psychological assessment procedures as well as management for patients referred to the section; write evaluation reports; participate as relevant in the case conference of the different specialty clinics (Burn, Cardiac, Stroke, Pedia etc.) .
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. 	



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COMPETENCY REQUIREMENTS

Annex: P.T-1

Position: Physical Therapist I

<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"> • 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. • 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"> • 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.



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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.