

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: 22-Nov-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	Nurse II	UPSB- NURS2-281- 2022	16	41616	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
2	Nurse III	UPSB- NURS3-325- 1998	17	45138	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-34	Philippine General Hospital
3	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
4	Pharmacist II	UPSB-PH2- 75-2020	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital

5	Pharmacist II	UPSB-PH2-160-2010	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
6	Speech Therapist II	UPSB-STH2-228-2018	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex S.T-2	Philippine General Hospital
7	Speech Therapist II	UPSB-STH2-3-1998	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex S.T-2	Philippine General Hospital
8	Speech Therapist II	UPSB-STH2-232-2018	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex S.T-2	Philippine General Hospital
9	Speech Therapist II	UPSB-STH2-35-2018	14	35434	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex S.T-2	Philippine General Hospital
10	Radiologic Technologist IV	UPSB-RT4-8-1998	20	60157	Bachelor of Science in Radiologic Technology	Sixteen (16) hours of training in Radiologic Technology with special modalities undertaken within the last five (5) years	Three (3) years of experience as a Radiologic Technologist which shall include one (1) year of experience in supervising departmental operations	RA 1080 (Radiologic Technologist)	Pls. see attached Annex R.T-4	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 December 02, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

**Ms. Marjorie L. Torres**

Chief Administrative Officer

UP-PGH, Taft Avenue, Manila

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

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

## Annex N-12

Subject: **Nurse II**

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
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
<b>TECHNICAL</b>		
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
<b>PERSONAL</b>		
1. Time Management	Ability to report on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.	4

### LEGEND:

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

## Annex N-34

Subject: **Nurse III** (DCNO)

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
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
<b>TECHNICAL</b>		
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
<b>PERSONAL</b>		
1. Time Management	Ability to report on time during official functions, engagements and meetings.  Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.	4

### LEGEND:

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

**Annex N-34**Subject: **Nurse III (DNRD)**

Competence Title	Competence Definition	Desired Competency Level
<b>MANAGEMENT</b>		
1. Human Resource Management	Ability to assist the Nurse VII in developing the personal and professional capability of the nursing personnel towards productive, efficient and effective in the nursing care unit.	4
2. Unit Management	Ability to ensure proper utilization, allocation and maintenance of resources within the nursing care unit for the equitable delivery of nursing care services.	4
<b>TECHNICAL</b>		
1. Training and Education	Ability to act as resource person in nursing programs and related training/research activities.	4
2. Research	<p>Ability to assist Nurse VII in identifying problems which require investigative studies.</p> <p>Ability to develop, implement, monitor and evaluate Quality Assurance programs for nursing and evidenced based nursing practice in the clinical areas.</p> <p>Ability to assist the Nurse VII in the evaluation of entry level nursing service applicants and in promotion of nursing personnel.</p> <p>Ability to develop and evaluate testing tools.</p> <p>Ability to establish collaborative relationship with colleagues and other members of the healthcare team.</p>	4
<b>PERSONAL</b>		
1. Time Management	<p>Ability to come on time during official functions, engagements and meetings.</p> <p>Ability to finish assigned tasks within the specified time.</p>	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	<p>Ability to appear neat and well groomed.</p> <p>Ability to observe proper decorum.</p> <p>Ability to project a caring attitude.</p>	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

**LEGEND:**

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

**Annex N-34**Subject: **Nurse III (DNET)**

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

**LEGEND:**

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## COMPETENCY REQUIREMENTS

**Annex: L.T - 2**

**Position: Laboratory Technician II (Drug Testing Unit)**

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>
Technical/Functional:	
<ul style="list-style-type: none"> <li>• Ability to use/encode information in the Integrated Drug Test Operation and Management Information System (IDTOMIS).</li> <li>• Ability to use the Drug Testing Unit (DTU) data entry for census.</li> <li>• Ability to write and speak in English.</li> <li>• Ability to attend to inquiries or refer telephone calls and clients to concerned personnel/unit.</li> <li>• Ability to maintain a clean and orderly working environment.</li> <li>• Must have a Certificate of Training as Authorized Sample Collector</li> <li>• Must have at least 6 months of relevant experience working as Authorized Sample Collector.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>





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## COMPETENCY REQUIREMENTS

**Annex: P.H-2**

**Position: Pharmacist II**

Core:	Leadership/Managerial:
<p><b>Exemplifying Integrity</b>  Ability to uphold the highest standards of integrity and honesty by committing to a fiducial relationship with patients, always working in their best interest.</p> <p><b>Delivering Service Excellence</b>  Ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p> <p><b>Professionalism</b>  Ability to identify and implement strategies for personal improvement through continuing professional development.</p> <p><b>Interpersonal Skills</b>  Ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	<p><b>Solving Problems and Making Decisions</b>  Ability to resolve deviations and exercise good judgment by using fact-analysis and generating and selecting appropriate courses of action to produce positive results.</p>
Organizational:	Technical/Functional:
<p><b>Attention to Detail</b>  Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p><b>Records Management</b>  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><b>Risk Analysis</b>  Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events.</p> <p><b>Computer skills</b>  Ability to operate standard personal computer and use available computer software, applications and technology.</p> <p><b>Communication</b>  Ability to clearly convey and receive messages to meet the needs of all.</p> <p><b>Flexibility</b>  Ability to work effectively with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner.</p> <p><b>Stress Management</b>  Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.</p> <p><b>Dispensing of Drugs and other Medical Supplies</b>  Ability to provide the right drugs and medical supplies to the right patients.</p> <p><b>Validation and Processing of Patient's Requests</b>  Ability to validate and process patient's requests accurately.</p> <p><b>Monitor and Evaluate Medication Management</b>  Ability to undertake chart review, document changes in medication management and delivery of drugs.</p> <p><b>Case Counseling</b>  Ability to help facilitate for client's decision-making for his/her betterment.</p>



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## COMPETENCY REQUIREMENTS

**Annex: ST-2**

**Position: Speech Therapist II**

Core:	Technical/Functional:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Administrator</b> – Ability to implement and execute all policies and programs for the section, department and hospital; to coordinate activities amongst the section's staff, paramedical staff and other medical professionals; to actively participate in meetings and conferences; to perform all administrative duties and responsibilities given by the Department Chairman and Chief Resident; to constitute all correspondence that pertains to the welfare of the section.</li> <li>• <b>Financial Coordinator</b> – Ability to ensure the efficient organization of the section's funds and financial reports and correspondence.</li> <li>• <b>Research Coordinator</b> – Ability to monitor, review and keep an inventory of existing and newly acquired research materials; coordinates activities pertinent to the continuing education of all speech pathology staff; and represents the section in research-related activities.</li> <li>• <b>Service Coordinator</b> – Ability to formulate, implement and periodically assess the clinical and service policies ; prepares the monthly service and annual reports; update the yearly and monthly calendar activities; ensure good quality of delivery of services by the section by monitoring current service delivery, programs, protocols, etc. and planning and instituting changes needed; monitors the charity and pay patient schedule and ensures that patients get effective services as early as possible.</li> <li>• <b>Training Coordinator</b> – Ability to formulate and revise policies/guidelines regarding the section's training; prepares the clinical training program schedule for each rotation; monitors the pre-rotation and post-rotation examinations of rotating speech pathology interns; schedules supplementary lectures pertinent for the training of speech pathology interns; coordinates with the lectures regarding their schedules topic/lecture and provide lectures on evaluation treatment.</li> </ul>
Organizational:	
<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>	



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## COMPETENCY REQUIREMENTS

**Annex: R.T - 4**

**Position: Radiologic Technologist IV**

<b>CORE:</b>	
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> <li>• <b>Leadership</b> Ability to motivate and inspire people to deliver results and make changes in terms of process, people and ways of doing things to overcome obstacles.</li> <li>• <b>Planning</b> Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.</li> </ul>
<b>ORGANIZATIONAL:</b>	
<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral / Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Organizational Effectiveness</b> Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner.</li> <li>• <b>Controlling</b> Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives.</li> <li>• <b>Teamwork</b> Ability to achieve a common goal or to complete a task with a group in the most effective and efficient way.</li> </ul>
<b>LEADERSHIP/MANAGERIAL:</b>	
	<ul style="list-style-type: none"> <li>• <b>Motivating and Inspiring</b> Ability to lead by example; Ability to motivate co-workers and deal conflicts fairly in a peaceful manner.</li> </ul>
<b>TECHNICAL/FUNCTIONAL:</b>	
<ul style="list-style-type: none"> <li>• <b>Stress Management</b> Ability to handle the innate stress of the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Technical Proficiency</b> Ability to apply technical knowledge and skills</li> </ul>

<p>hospital, workplace and the demand of duties.</p> <ul style="list-style-type: none"><li>• <b>Professional Enhancement</b> Always open to active participation in professional.</li><li>• <b>Leading Change</b> Ability to plan, develop and manage an approach by transitioning individuals or organization from the current state to future state</li></ul>	<p>required to perform one's task as expected of the persons' position and compliance to other assigned tasks.</p> <ul style="list-style-type: none"><li>• <b>Administrative Efficiency</b> Ability to record and encode supplies, patients data and services through hospital's information system. Responsibility in ensuring that machines, procedures, supplies, upkeep of areas are well kept including the preventive maintenance.</li><li>• <b>Radiation Safety</b> Ability to practice radiation safety standards to be able to protect oneself and the public from unnecessary exposures.</li></ul>
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