

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: 23-Apr-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	Administrative Aide VI (Clerk III)	UPSB-ADA6- 2069-2004	6	18957	Completion of two years studies in College	None required	None required	Career Service (Subprofession al) First Level Eligibility	Pls. see attached Annex I.T-1	Philippine General Hospital
2	Administrative Officer II	UPSB- ADOF2-50- 2020	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex G.A	Philippine General Hospital
3	Administrative Officer II (Public Relations Officer I)	UPSB- ADOF2-696- 2004	11	30024	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex P-5	Philippine General Hospital

4	Nurse II	UPSB-NURS2-7-2022	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
5	Nurse II	UPSB-NURS2-248-2022	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
6	Nurse II	UPSB-NURS2-785-2022	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

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 03, 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.



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: I.T-1

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 monitor, record, consolidate and follow-up on IT related service using computer applications like Microsoft Office, et al. • Ability to respond on all IT related service calls and requests. • Ability to conduct 1st level IT support to resolve technical issue via phone, email and chat messaging. • Ability to follow up pertinent papers, correspondence, payrolls, vouchers, etc. and attends to inquiries or refers telephone calls and clients to proper personnel and/or unit. 	



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COMPETENCY REQUIREMENTS

Annex: G.A

Position: Administrative Officer 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"> • Planning and Organizing Develops GAD strategies and work plans aligned with hospital priorities. • Results Orientation Ensures timely delivery of GAD-related outputs, evaluations and improvements. • Collaboration and Team Work Coordinates with hospital departments, GAD Focal Point System (GFPS) and external stakeholders. • Adaptability Responds effectively to changing regulations, priorities and organizational needs. • Strategic Thinking Aligns GAD initiatives with hospital goals and national gender policies.
Technical/Functional:	
<ul style="list-style-type: none"> • GAD (Gender and Development) Planning and Budgeting Knowledge of Philippine Commission on Women (PCW) guidelines, preparation of GAD Plan and Budget (GPB) and GAD Accomplishment Report. • Policy Compliance and Monitoring Familiarity with relevant laws (e.g. Magna Carta of Women, RA 9710, DBM/COA/PCW Joint Circulars) and monitoring compliance mechanisms. • Gender Analysis Tools Skilled in using tools like Harmonized GAD Guidelines (HGDG), GA tools and Gender Mainstreaming Evaluation Framework (GMEF). • Program Implementation Ability to implement gender-responsive programs, trainings and Information, Education and Communication (IEC) activities within the hospital. • Data Gathering and Reporting Capable of gathering sex-disaggregated data and submitting reports to oversight agencies (e.g., DOH, PCW). 	<ul style="list-style-type: none"> • Commitment to Public Service Acts in the interest of public good and promotes gender equality in the workplace and services. • Gender Sensitivity Exhibits awareness, respect and proactive consideration gender differences and issues. • Communication Skills Clearly conveys information about GAD policies, plans and compliance requirements to various stakeholders. • Interpersonal Relations Works effectively with diverse teams and stakeholders with empathy and diplomacy.



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COMPETENCY REQUIREMENTS

Annex: P-5

Position: Administrative Officer II (Public Relations Officer I)

Core:	<ul style="list-style-type: none"> • Decision- Making Ability to provide objective decisions to problems affecting work. Ability to exercise sound judgment at all times. Can think positively by himself.
<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. 	Technical/Functional: <ul style="list-style-type: none"> • Attention To Detail Ability to accomplish/complete a task while demonstrating a thorough concern for all the areas involved. • Computer Literacy Ability to use the computer and related technology efficiently. • Communication Skills Ability to accurately convey a message to an individual or a group of people. • Data/Records Management Ability to supervise and administer digital and/or paper records.
Organizational:	Leadership:
<ul style="list-style-type: none"> • Business Ethics Aware of rules and values in a professional setting. Shows standard for using ethics through respect, honesty, trust and sense of worth. Ability to set standards by showing respect, being honest and promoting trust and sense of worth. • Self-Projection Ability to exude an aura of confidence in all undertakings. Always calm and composed in times of difficulties. • Interpersonal Relationship. Assimilates well with co-workers and supervisors. • Time Management Ability to spend time wisely and productively and submit work output on time. Set timetables and prioritize what is most important. List what was achieved and what is still pending. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non- verbal. 	<ul style="list-style-type: none"> • Motivation Inspires staff to deliver results and makes changes in terms of process, people and way of doing things to overcome obstacles. • Sound Judgement Makes decisions using structured approach after seeking both facts and opinions and ensures that decisions are pursued/implemented. • Efficient Planning Develops goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.

Annex N-12

Subject: **Nurse I/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