

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-Jan-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	Nursing Attendant II	UPSB- NATT2-654- 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
2	Nurse I	UPSB-NUR1- 39-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
3	Nurse I	UPSB-NUR1- 33-2018	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
4	Nurse I	UPSB-NUR1- 28-2020	15	38413	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital

5	Nurse II	UPSB-NURS2-230-2022	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
6	Nurse II	UPSB-NURS2-708-2022	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
7	Nurse II	UPSB-NURS2-382-2022	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
8	Nurse II	UPSB-NURS2-499-2022	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
9	Nurse II	UPSB-NURS2-288-2022	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
10	Nurse II	UPSB-NURS2-328-2022	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
11	Nurse II	UPSB-NURS2-533-2022	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
12	Nurse III	UPSB-NURS3-187-1998	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
13	Nurse III	UPSB-NURS3-292-1998	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
14	Nurse III	UPSB-NURS3-174-1998	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
15	Nurse IV	UPSB-NURS4-153-1998	19	53873	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

16	Nurse IV	UPSB-NURS4-87-1998	19	53873	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
17	Administrative Aide V (Plumber II)	UPSB-ADA5-730-2004	5	17205	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
18	Administrative Aide V (Plumber II)	UPSB-ADA5-734-2004	5	17205	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
19	Metal Worker II	UPSB-MTW2-11-1998	6	18255	Elementary School Graduate	None required	None required	Metal Worker (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-14	Philippine General Hospital
20	Metal Worker II	UPSB-MTW2-12-1998	6	18255	Elementary School Graduate	None required	None required	Metal Worker (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-14	Philippine General Hospital
21	Medical Officer IV	UPSB-MDOF4-29-2018	23	83659	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
22	Medical Officer III	UPSB-MDOF3-747-1998	21	67005	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital

23	Medical Technologist II	UPSB-MDTK2-45-2018	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
24	Pharmacist III	UPSB-PH3-88-2020	18	49015	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex P.H-3	Philippine General Hospital
25	Speech Therapist II	UPSB-STH2-229-2018	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
26	Medical Technologist II	UPSB-MDTK2-226-1998	15	38413	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
27	Pharmacist II	UPSB-PH2-38-2018	15	38413	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H-2	Philippine General Hospital
28	Respiratory Therapist II	UPSB-RSTH2-19-2018	14	35434	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
29	Respiratory Therapist I	UPSB-RSTH1-4-2020	10	24381	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	Pls. see attached Annex P.M-25	Philippine General Hospital

30	Social Welfare Officer I	UPSB-SOCWO1-46-2018	11	28512	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex M.S-12	Philippine General Hospital
31	Medical Specialist III (Part Time)	UPSB-MDSPT3-119-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
32	Medical Specialist III (Part Time)	UPSB-MDSPT3-67-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
33	Medical Specialist III (Part Time)	UPSB-MDSPT3-62-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
34	Medical Specialist IV	UPSB-MDSP4-4-2018	25	107208	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
35	Medical Specialist III (Part Time)	UPSB-MDSP3-63-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
36	Medical Specialist IV	UPSB-MDSP4-1-2018	25	107208	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
37	Medical Specialist IV	UPSB-MDSP4-5-2018	25	107208	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
38	Medical Specialist III (Part Time)	UPSB-MDSPT3-87-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
39	Medical Specialist III (Part Time)	UPSB-MDSPT3-105-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
40	Medical Specialist III (Part Time)	UPSB-MDSPT3-71-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital

41	Medical Specialist III	UPSB-MDSP3-129-2018	24	94132	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
42	Medical Specialist III (Part Time)	UPSB-MDSPT3-191-2020	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
43	Medical Specialist III (Part Time)	UPSB-MDSPT3-65-1998	24	47066	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
44	Physical Therapist I	UPSB-PHT1-22-2020	11	28512	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	Pls. see attached Annex P.T-1	Philippine General Hospital
45	Pharmacist I	UPSB-PH1-48-2018	11	28512	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
46	Pharmacist I	UPSB-PH1-52-2018	11	28512	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
47	Pharmacist I	UPSB-PH1-57-2018	11	28512	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
48	Pharmacist I	UPSB-PH1-63-2018	11	28512	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
49	Pharmacist I	UPSB-PH1-64-2018	11	28512	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital
50	Pharmacist I	UPSB-PH1-66-2018	11	28512	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex P.H	Philippine General Hospital

51	Supervising Administrative Officer	UPSB-SADOF-577-2004	22	74836	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex O.C-1	Philippine General Hospital
52	Administrative Aide IV (Communications Equipment Operator I)	UPSB-ADA4-3016-2004	4	16209	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	Communications Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex P-1	Philippine General Hospital
53	Administrative Aide VI (Clerk III)	UPSB-ADA6-2071-2004	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex L.A-1	Philippine General Hospital
54	Draftsman III	UPSB-DFM3-22-1998	11	28512	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital

55	Draftsman III	UPSB-DFM3-23-1998	11	28512	Completion of two years studies in College or High School Graduate with relevant vocational / trade course	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital
56	Administrative Aide VI (Clerk III)	UPSB-ADA6-2464-2004	6	18255	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex R-9	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 February 02, 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.uppggh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

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

Annex N-34

Subject: **Nurse III / 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 III / 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	<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
PERSONAL		
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 / 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	<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
PERSONAL		
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:

- 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: O-5

Position: Administrative Aide V (Plumber 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"> • Computer Skills Ability to operate a standard personal computer and use available computer software, applications and technology.
	Organizational:
Technical/Functional: <ul style="list-style-type: none"> • Plumbing Works Ability to perform repair and maintenance works on plumbing and drainage systems fixture; Ability to perform routine and timely preventive and corrective works. • Machinery Operation and Tools Utilization Ability to safely use equipment involved in and implement plumbing works. • Understanding Blueprints/Plans/Schematics Ability to Ability to read and interpret plumbing works and employ designs to execute his work efficiently. • Monitoring and Operation of Water System Ability to conduct regular monitoring and operation of hospital water system to ensure reliable and normal 24/7 water provision. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedback and correction, learn from mistakes and make necessary improvements. • 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 to work, meetings and other engagements.



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COMPETENCY REQUIREMENTS

Annex: O-14

Position: Metal Worker 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 conform to high ethical standards. Ability to receive feedback and corrections, learn from mistakes and necessary improvements. • 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"> • Sheet Metal Works Ability to perform repair and replacement of roofing system, ducting, drain pan and other similar structural components. • Machinery Operation and Tools Utilization Ability to safely use equipments involved in sheet metal work. • Understand Blueprints/Plans/Schematics Ability to read and interpret sheet metal works and employ designs to execute his work efficiently. • Computer Skills Ability to operate standard personal computer and use available computer software, applications and technology. 	



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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.
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. 	<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.



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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. 	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.



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COMPETENCY REQUIREMENTS

Annex: M.T-2

Position: Medical 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"> • 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"> • Performs quality laboratory procedures (routine & special) done by the section and phlebotomy at night (as need arises) • Performs quality control mainly in the safekeeping and proper utilization of chemicals, reagents, supplies and instruments. • Verifies, records and releases quality laboratory results performed by the section. • Trains and conducts lecture to rotating postgraduate medical technologist, special trainees and public health students of the department. 	<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: P.H-3

Position: Pharmacist III

Core:	Leadership/Managerial:
<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"> • 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 and continuous learning and improvement. • Solving Problems and Making Decisions Ability to resolve deviations and exercise good judgment by using fact-analysis and generating and selecting appropriate courses of action to produce positive results.
Organizational:	Technical/Functional:
<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"> • Risk Assessment and Management Ability to identify, analyze, evaluate and deal with risks relative to the achievement of goals and targets of the department. • Risk Analysis Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events. • Computer skills Ability to operate standard personal computer and use available computer software, applications and technology. • Communication Ability to clearly convey and receive messages to meet the needs of all. • Partnering with other Government Agencies Ability to develop networks and build alliances with other government agencies and utilize relationships to gain support for the accomplishment of goals. • Flexibility 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. • Stress Management Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace. • Data Management Ability to analyze statistics and other data by interpreting and evaluating the results to be able to formulate a report and/or presentation as reference for decision making. • Monitoring Inventory Level of Stocks Ability to gather and evaluate information whether or not to order stocks. • Dispensing of Drugs and other Medical Supplies
Leadership/Managerial:	
<ul style="list-style-type: none"> • 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. • Achievement Orientation Ability to use internal and external resources effectively to achieve individual, team and 	



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COMPETENCY REQUIREMENTS

Annex: ST-2

Position: Speech 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"> • Administrator – 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. • Financial Coordinator – Ability to ensure the efficient organization of the section's funds and financial reports and correspondence. • Research Coordinator – 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. • Service Coordinator – 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. • Training Coordinator – 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.
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.H-2

Position: Pharmacist II

Core:	Leadership/Managerial:
<p>Exemplifying Integrity 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>Delivering Service Excellence Ability to provide prompt and quality service in response to the needs of the organization and co-workers.</p> <p>Professionalism Ability to identify and implement strategies for personal improvement through continuing professional development.</p> <p>Interpersonal Skills Ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.</p>	<p>Solving Problems and Making Decisions 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>
	Technical/Functional:
<p>Organizational:</p> <p>Attention to Detail Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.</p> <p>Records Management 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>Risk Analysis Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events.</p> <p>Computer skills Ability to operate standard personal computer and use available computer software, applications and technology.</p> <p>Communication Ability to clearly convey and receive messages to meet the needs of all.</p> <p>Flexibility 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>Stress Management Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.</p> <p>Dispensing of Drugs and other Medical Supplies Ability to provide the right drugs and medical supplies to the right patients.</p> <p>Validation and Processing of Patient's Requests Ability to validate and process patient's requests accurately.</p> <p>Monitor and Evaluate Medication Management Ability to undertake chart review, document changes in medication management and delivery of drugs.</p> <p>Case Counseling Ability to help facilitate for client's decision-making for his/her betterment.</p>



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COMPETENCY REQUIREMENTS

Annex: P.M. - 25

Position: Respiratory Therapist I / 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.



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COMPETENCY REQUIREMENTS

Annex: M.S-12

Position: Social Welfare Officer I / Social Welfare Officer II

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. 	<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.
ORGANIZATIONAL:	TECHNICAL/FUNCTIONAL:
<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. 	<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.



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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.
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. 	<ul style="list-style-type: none"> • 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.



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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: P.H

Position: Pharmacist I

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"> • Risk Analysis Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events. • Computer skills Ability to operate standard personal computer and use available computer software, applications and technology. • Communication Ability to clearly convey and receive messages to meet the needs of all. • Flexibility 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. • Stress Management Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.
Organizational:	
<ul style="list-style-type: none"> • Attention to Detail Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner. • Records Management 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. 	<ul style="list-style-type: none"> • Dispensing of Drugs and other Medical Supplies Ability to provide the right drugs and medical supplies to the right patients. • Validation and Processing of Patient's Requests Ability to validate and process patient's requests accurately.



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COMPETENCY REQUIREMENTS

Annex: O.C-1

Position: Supervising Administrative Officer

<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, 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. 	<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.
<p>Organizational:</p> <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. 	<p>Leadership:</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. • Building Collaborative and Inclusive Working Relationships Ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.

Leadership:	Technical/Functional:
<ul style="list-style-type: none"> • 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. • Leading Change Ability to generate genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change. 	<ul style="list-style-type: none"> • Advanced computer skills and proficiency in electronic applications of the current organization’s electronic information/documentary system (eUP applications, HRIS, SPMS-OPCR/IPCR, PPMP, etc.). • Able to work cooperatively and productively with others to achieve results. • Very good planning ability and foresight. • Open to additional trainings and responsibilities as deemed necessary by the hospital administration. • Must have previously held a supervisory or managerial administrative position. • Familiarity with the Philippine Environmental Laws and Regulations and Occupational Health and Safety/ Environmental Management to ensure the sanitation and safe handling of municipal and healthcare wastes from different sources.
Technical/Functional:	
<ul style="list-style-type: none"> • Ability to work with minimal direction and to undertake a diverse range of tasks as well as personal willingness and ability to work in and adapt to change. • Ability to communicate effectively by answering queries and able to teach others about the requirements of work to be accomplished related to Office and Custodial Services. • Ability to prioritize, achieve deadlines under pressure, work independently and as member of a team; has a high standard of organizational skills. • Ability to exhibit good sense of judgment, decision-making and critical thinking. • Ability to demonstrate skills in conflict resolution; above average communication skills (oral and written report presentation), good comprehension and confidence in the spoken work. 	<p>Responsibilities</p> <ul style="list-style-type: none"> ➤ Overall supervision of: <ul style="list-style-type: none"> • Janitorial, facilities and grounds maintenance services. • Custodial services • Garden and Waste Management Facility • Morgue Facility • Secretarial Pool • Messenger Center • Reproduction Unit ➤ Perform delegated functions by the Deputy Director of Administration (e.g. Disposal and Appraisal Committee Chair, Administrative PMT Chair, Member of various hospital committees, etc.)



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COMPETENCY REQUIREMENTS

Annex: P-1

Position: Administrative Aide IV (Communications Equipment Operator I)

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, 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. 	<ul style="list-style-type: none"> • Recording/Filing Data Ability to record and endorse important incident/s and/or data/s. • Customer Service Ability to manage difficult or emotional customers/clients, callers and situations. Responds promptly to customers/clients needs/requests for service and assistance. • Facilitating Equipment Maintenance Ability to prepare and facilitate the accomplishment of Job Order request/s for repair and service. Ability to assess when to report/coordinate encountered telephone line trouble/s and malfunctioning of equipment.
TECHNICAL/FUNCTIONAL:	ORGANIZATIONAL:
<ul style="list-style-type: none"> • Attend Soft Consoles Operations Ability to operate and manipulate the AC Win IP attendant soft consoles effectively and efficiently for smooth operation of the section and develop skills in its use. Ability to learn the telephone procedures and system; knowledge of reference and telephone guides. • Public Address System Operation Ability to operate Public Address System and develop skills in its use. Ability to assess requests for announcements. Ability to project clear and modulated voice while paging. • Computer Operation Ability to properly utilize computer devices for communications operations. 	<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: L.A-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 fit easily into the group, deal with others, and seek social contacts; more tolerant of people; has faith in other people's ability, a good team worker. • Oral/Written 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 also be a good receiver of communication. • Self-Projection Ability to project a positive and pleasant outlook through personal grooming and dressing. • 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 has achieved and what is still pending. • Service Ability to contribute to the office in guiding the hospital administration in various decision making that affects its role as primary health care provider. • Integrity Discreet in disposition with the ability to keep confidential information private. • Shared Leadership Ability to develop collaborative partnerships by empowering others in the public service to promote good governance.
Technical/Functional:	
<ul style="list-style-type: none"> • General Office Management Demonstrates understanding of pertinent rules, guidelines and procedures and ability to inform the team and/or the principal of administrative requirements. • Assisting the Unit Chief/Assistant Chiefs Ability to assist in the unit in its day to day functions of overseeing the operations of the office. • Performance of Variety of Administrative Tasks Ability to perform a variety of administrative tasks (like sorting, collating, filing, retrieving, issuing, maintaining of records and files for easy reference). • Knowledge in the use of computer devices and other office equipment properly Ability to operate and utilize computer devices and other office equipment properly (like personal computer, printer, manual or electric typewriter, photocopying machine, fax machine, etc.) in preparing requests, communication or other assigned tasks. • Performing Other Tasks Ability to perform other tasks as may be assigned by the Chair/Chief. 	



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
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Taft Avenue, Manila
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COMPETENCY REQUIREMENTS

Annex: O-13

Position: Draftsman III

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"> • Communication Ability to clearly convey and receive messages to meet the needs of all; Ability to express and present recommendations and inputs for submission of reports and updates on project implementation. • Flexibility Ability to work efficiently 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 positive manner.
Technical/Functional:	Organizational:
<ul style="list-style-type: none"> • Computer Skills Ability to operate standard personal computer and use available computer software, applications and technology. • Drafting Ability to prepare and submit plan/s or schematic design/s using AutoCad with specifications compliant to the latest requirements and standards of infrastructure projects. • Infrastructure Planning, Implementation and Monitoring Ability to conduct, coordinate and contribute knowledge and information related to infrastructure planning, implementation and monitoring aligned to current requirements and standards. • Records Management Ability to maintain, manage and update as needed all infrastructure plans in hard copies and electronic files for each completed infrastructure project. • Communication Ability to clearly convey and receive messages to meet the needs of all; Ability to express and present recommendations and inputs for submission of reports and updates on project implementation. 	<ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements. • 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. • Interpersonal 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 to work, meetings and other engagements. • Data Privacy Ability to keep confidential matters as well as ability to adhere to data privacy.



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COMPETENCY REQUIREMENTS

Annex: R-9

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 tasks (i.e. sorting, collating, filing, retrieving, issuing, maintaining of records and files for easy reference) including scheduling, charging/billing and verifying PhilHealth eligibility of radiologic examinations/radiation oncology procedures. ➤ Ability to interview/screen patients requesting for radiologic examinations/reports and radiation oncology procedures. ➤ Above average computer skills including proficiency in eUP applications – HRIS, SPMS/IPCR, PPMP, etc. and experience in other information and radiology record keeping systems. ➤ Able to act as receptionist: communicating effectively by answering queries, telephone calls and wait on the general public, giving information on department (diagnostic radiology and radiation oncology) policies and procedures. 	