

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:

27-Mar-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	Nurse I	UPSB-NUR1- 25-2020	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
2	Nurse I	UPSB-NUR1- 61-2018	15	40208	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- 43-2020	15	40208	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- 26-2020	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital

5	Nurse I	UPSB-NUR1-27-2020	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
6	Nurse I	UPSB-NUR1-35-2018	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
7	Nurse I	UPSB-NUR1-3-1998	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
8	Nurse I	UPSB-NUR1-49-2018	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
9	Nurse I	UPSB-NUR1-33-2020	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-12	Philippine General Hospital
10	Nurse II	UPSB-NURS2-797-2022	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
11	Nurse II	UPSB-NURS2-776-2022	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
12	Nurse II	UPSB-NURS2-737-2022	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
13	Nurse III	UPSB-NURS3-178-1998	17	47247	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-NURS3-253-1998	17	47247	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 III	UPSB-NURS3-170-1998	17	47247	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
16	Nurse III	UPSB-NURS3-307-1998	17	47247	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
17	Nurse IV	UPSB-NURS4-135-1998	19	56390	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
18	Nursing Attendant II	UPSB-NATT2-638-1998	6	18957	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
19	Nursing Attendant II	UPSB-NATT2-419-1998	6	18957	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
20	Nursing Attendant I	UPSB-NATT1-165-1998	4	16833	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
21	Nutritionist-Dietitian II	UPSB-ND2-28-1998	15	40208	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex D-2	Philippine General Hospital

22	Nutritionist-Dietitian V	UPSB-ND5-6-1998	22	78162	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	16 hours of relevant training	3 years of relevant experience	RA 1080	Pls. see attached Annex D-5	Philippine General Hospital
23	Food Service Supervisor I	UPSB-FOSS1-5-1998	9	23226	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex F.S-1	Philippine General Hospital
24	Food Service Supervisor I	UPSB-FOSS1-6-1998	9	23226	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex F.S-1	Philippine General Hospital
25	Food Service Supervisor II	UPSB-FOSS2-5-1998	11	30024	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex F.S-2	Philippine General Hospital
26	Food Service Supervisor III	UPSB-FOSS3-15-1998	15	40208	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex F.S-3	Philippine General Hospital
27	Occupational Therapist II	UPSB-OT2-14-1998	15	40208	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex O.T-2	Philippine General Hospital

28	Occupational Therapist II	UPSB-OT2-287-2018	15	40208	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex O.T-2	Philippine General Hospital
29	Occupational Therapist II	UPSB-OT2-11-1998	15	40208	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex O.T-2	Philippine General Hospital
30	Occupational Therapist II	UPSB-OT2-9-1998	15	40208	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex O.T-2	Philippine General Hospital
31	Speech Therapist II	UPSB-STH2-34-2018	14	37024	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
32	Social Welfare Officer I	UPSB-SOCWO1-45-2018	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex M.S-12	Philippine General Hospital
33	Social Welfare Officer II	UPSB-SOCWO2-25-2018	15	40208	Bachelor's degree in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Worker)	Pls. see attached Annex M.S-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 April 06, 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.

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	Ability to assist Nurse VII in identifying problems which require investigative studies. Ability to develop, implement, monitor and evaluate Quality Assurance programs for nursing and evidenced based nursing practice in the clinical areas. Ability to assist the Nurse VII in the evaluation of entry level nursing service applicants and in promotion of nursing personnel. Ability to develop and evaluate testing tools. Ability to establish collaborative relationship with colleagues and other members of the healthcare team.	4
PERSONAL		
1. Time Management	Ability to come on time during official functions, engagements and meetings. Ability to finish assigned tasks within the specified time.	4
2. Work Ethics	Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.	4
3. Self-Projection	Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.	4
4. Interpersonal Relationship	Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.	4

LEGEND:

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

Annex N-34

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

LEGEND:

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

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

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

LEGEND:

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



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COMPETENCY REQUIREMENTS

Annex: D-2

Position: Nutritionist-Dietitian II

<p>CORE:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Recording foodstuff (contract and negotiated) deliveries and petty cash purchases. <i>(Food Procurement and Cost Accounting)</i> • Certifying the accuracy of Disbursement Vouchers. <i>(Food Procurement and Cost Accounting)</i> • Orienting, supervising and evaluating subordinate personnel. <i>(Food Procurement and Cost Accounting)</i> • Requesting, issuing and checking inventory of housekeeping supplies. <i>(Food Production and Personnel Management, Meal Planning and Storeroom Control)</i> • Checking and Supervising Storage and inventory of foodstuffs. <i>(Food Production and Personnel Management, Meal Planning and Storeroom Control)</i> • Testing/Standardizing recipes and portion servings. <i>(Food Production and Personnel Management, Meal Planning and Storeroom Control)</i>
<p>TECHNICAL:</p> <ul style="list-style-type: none"> • Providing quality and timely nutritional care to all in-patients. <i>(Charity (Surgery) Dietitian)</i> • Conducting accurate diet instruction and nutrition/education lectures to patients and watchers. <i>(Charity (Surgery) Dietitian)</i> • Conducting training programs to students, personnel, medical and paramedical staff. • Relieving duties as needed. • Directing and supervising meal service and plating of regular diet. <i>(Late Meal Service and Equipment Control)</i> • Ability to prepare/consolidate reports and other job related request/s. • In-charge of equipment control. <i>(Late Meal Service and Equipment Control)</i> • Preparing and submitting reports. <i>(Late Meal Service and Equipment Control)</i> • Updating job description. <i>(Late Meal Service and Equipment Control)</i> • Checking/Supervising preparation of table appointments and venue of all catering services/special functions of the hospital. <i>(Late Meal Service and Equipment Control)</i> • Receiving and inspecting foodstuffs/deliveries. <i>(Food Procurement and Cost Accounting)</i> 	<p>ORGANIZATIONAL:</p> <ul style="list-style-type: none"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Interpersonal Relationship. Ability to deal with superiors courteously and with fellow employees fairly, and inspire people to achieve department's goals. • Time Management Comes on time during official functions, engagement and meetings. • Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards. • Self Projection Ability to project a confident and pleasant outlook in all undertakings. • Decision- Making Ability to provide objective decisions to problems affecting work. Exercise sound judgment. Thinks positively.



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COMPETENCY REQUIREMENTS

Annex: D-5

Position: Nutritionist-Dietitian V

<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"> • Conducting lecture, seminars and trainings. Ability to act as resource person in seminars, lectures, trainings and other activities in and out of the hospital as need arises. • Conducting special projects and research activities in collaboration with other units. • Preparing comprehensive and accurate reports, communications and budget proposals needed in the division.
<p>TECHNICAL:</p> <ul style="list-style-type: none"> • Planning, implementing, evaluating, and supervising the nutritional care of patients in the charity and pay wards. • Supervising and coordinating food service in the charity and pay wards. • Planning, directing, coordinating and supervising the training and educational activities in the division. • Providing relevant training activities and opportunities to and supervising all Nutritionist-Dietitians in the division. • Ability to accurately and objectively evaluate, review and approve the performance of assigned dietitians and other dietary employees assigned. • Providing timely and accurate nutritional care/counseling to patients and other referrals. 	<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. • 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: F.S-1

Position: Food Service Supervisor I

Core:	Organizational:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non- verbal. • Interpersonal Relationship. Ability to deal with superiors courteously and with fellow employees fairly, and inspire people to achieve department's goals. • Time Management Comes on time during official functions, engagement and meetings. • Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards. • Self Projection Ability to project a confident and pleasant outlook in all undertakings.
Technical/Functional:	<ul style="list-style-type: none"> • Decision- Making Ability to provide objective decisions to problems affecting work. Exercise sound judgment. Thinks positively.
<ul style="list-style-type: none"> • Ability to supervise dishing-out and service of meals to service and pay in-patients. • Ability to train and evaluate assigned personnel, students, trainees and dietetic residents. • Ability to conduct comprehensive nutrition assessments. • Ability to develop, implement and evaluate nutrition care plans. • Ability to attend to patient referrals for diet instructions and follow-up patients. • Ability to implement sanitation and safety standards of the workplace. • Ability to supervise and ensure high degree of sanitation and safety of the workplace. • Ability to assist in catering functions. • Ability to relieve other Food Service Administration Division (FSAD) dietitians. 	



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COMPETENCY REQUIREMENTS

Annex: F.S-2

Position: Food Service Supervisor 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"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Interpersonal Relationship. Ability to deal with superiors courteously and with fellow employees fairly, and inspire people to achieve department's goals. • Time Management Comes on time during official functions, engagement and meetings. • Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards. • Self Projection Ability to project a confident and pleasant outlook in all undertakings. • Decision- Making Ability to provide objective decisions to problems affecting work. Exercise sound judgment. Thinks positively.
Technical/Functional:	Leadership:
<ul style="list-style-type: none"> • Ability to supervise pre-preparation and actual cooking of meals. • Ability to supervise endorsement and plating of meals to patients. • Ability to attend to food standardization and recipe testing activities. • Ability to prepare reports. • Ability to train and evaluate assigned personnel, students, trainees and dietetic residents. • Ability to facilitate purchase and maintenance of equipment and other needs. • Ability to supervise and ensure high degree of sanitation and safety of the workplace. • Ability to assist in catering functions. • Ability to relieve other Food Service Administration Division (FSAD) dietitians. 	<ul style="list-style-type: none"> • Capable of managing performance of subordinate. • Possess coaching skills.



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COMPETENCY REQUIREMENTS

Annex: F.S-3

Position: Food Service Supervisor 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"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Interpersonal Relationship. Ability to deal with superiors courteously and with fellow employees fairly, and inspire people to achieve department's goals. • Time Management Comes on time during official functions, engagement and meetings. • Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards. • Self Projection Ability to project a confident and pleasant outlook in all undertakings. • Decision- Making Ability to provide objective decisions to problems affecting work. Exercise sound judgment. Thinks positively.
Technical/Functional:	Leadership:
<ul style="list-style-type: none"> • Ability to supervise pre-preparation and actual cooking of meals. • Ability to prepare reports. • Ability to train and evaluate assigned personnel, students, trainees and dietetic residents. • Ability to facilitate purchase and maintenance of equipment and other needs. • Ability to supervise and ensure high degree of sanitation and safety of the workplace. • Ability supervise catering functions. • Ability to relieve other Food Service Administration Division (FSAD) dietitians. 	<ul style="list-style-type: none"> • Capable of managing performance of subordinate. • Possess coaching skills.



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COMPETENCY REQUIREMENTS

Annex: OT-2

Position: Occupational Therapist II

Core:	<ul style="list-style-type: none"> • 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.
<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. 	Technical/Functional :
Organizational: <ul style="list-style-type: none"> • Planning Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies. • Organizational Effectiveness Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner. • Correspondence with Administrative, Medical and Paramedical Sections Ability to represent the section during administrative meetings and to coordinate with other section heads during program planning and implementation of departmental activities. • Security Ability to provide measures to secure the section facilities and equipment, to avoid occurrence of occupational hazards and to take appropriate actions upon the occurrence of such incidents. 	<ul style="list-style-type: none"> • OT Evaluation Ability to evaluate completely and correctly performance skills and functions that are pertinent to occupational therapy • Treatment Planning and Implementation Ability to formulate appropriate goals, provide treatment techniques correctly that maximize patient's potential. • Charting and Documentation Ability to provide evaluation reports, progress notes, endorsement notes, discharge summary and other necessary documentation on time. • Clinical Supervision and Training Ability to train interns, licensed trainees and observers by providing regular feedback, overseeing implementation of the training schedule and reviewing and revising the clinical program. • Oral/ Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Scheduling and protocol implementation Ability to schedule patients and orient them on the course of the treatment protocol. • Staff Performance Ability to evaluate the performance of OT staff and prepare performance targets and competencies. • Budgeting and Disbursing Ability to prepare budget proposals, financial reports and allocation of section funds. • Acquisition of New Equipment/ Materials/ Tools Ability to identify needed equipment/ materials or tools, accomplish forms and make the necessary request for purchasing of new equipment/ materials and tools. • Upkeep and Maintenance of Facilities, Supplies and Equipment Ability to ensure maintenance of cleanliness of the section, adequacy of supplies and maintaining equipment in good working condition. • Accomplishment of Annual Reports and Project Proposal Ability to submit the section's annual report and project/ program proposals upon request.
Leadership/ Managerial:	
<ul style="list-style-type: none"> • Leadership Ability to motivate and inspire people to deliver results and make changes in terms of process, people, ways of doing things to overcome obstacles. • Controlling Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. 	



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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: M.S

Position: Social Welfare Officer I / Social Welfare Officer II

<p>CORE:</p> <ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business • Professionalism Adherence to courtesy, honesty and responsibility in the discharge of one's duty • Integrity Having moral discernment which is doing the right thing at all times and in all circumstances. • Compassion The motivation to relieve the suffering of others. • Excellence Demanding more from ourselves than our clients do. 	<ul style="list-style-type: none"> • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal. • Self-Projection Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties. • Time Management Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
<p>ORGANIZATIONAL:</p> <ul style="list-style-type: none"> • Work Ethics Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. • Decision Making Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself. • Inter-Personal Relationship Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals. 	<p>TECHNICAL/FUNCTIONAL:</p> <ul style="list-style-type: none"> • Policy Interpretation and Implementation Ability to assess, evaluate and classify patient's socioeconomic condition accurately. Ability to facilitate referrals for cases needing material assistance, with complete documents and special diagnostic procedures done outside the hospital. • Program Management Ability to manage cases through the application of social work theories and principles particularly social work intervention. • Performance Management Ability to actively participate in different interdepartmental meetings and activities. • Records Management and Research Skills Ability to document all relevant data and the process of social case management accurately.