

CS Form No. 9
Revised 2018

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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: 29-Apr-25

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I)	UPSB-ADA1-778-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
2	Administrative Aide IV (Clerk II)	UPSB-ADA4-3036-2004	4	16833	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility	Pls. see attached Annex G-1	Philippine General Hospital
3	Special Police Corporal	UPSB-SPC-62-1998	6	18957	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) First Level Eligibility	Pls. see attached Annex S	Philippine General Hospital

4	Medical Officer III	UPSB-MDOF3-831-1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	Philippine General Hospital
5	Medical Specialist II	UPSB-MDSP2-117-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
6	Medical Specialist II	UPSB-MDSP2-112-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
7	Ward Assistant	UPSB-WARDA-39-1998	7	20110	Completion of two years studies in College	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex W.A	Philippine General Hospital
8	Nurse II	UPSB-NURS2-656-2022	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
9	Nurse II	UPSB-NURS2-96-2022	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
10	Nurse II	UPSB-NURS2-545-2022	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 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
12	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
13	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
14	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

15	Nurse IV	UPSB-NURS4-157-1998	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
16	Nurse IV	UPSB-NURS4-111-1998	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
17	Nurse VII	UPSB-NURS7-6-1998	24	98185	Masteral Degree major in nursing service administration or its equivalent	24 hours of training in management and supervision	5 years of experience in a supervisory or managerial position in nursing	RA 1080	Pls. see attached Annex N-67	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 09, 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.uppg@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
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COMPETENCY REQUIREMENTS

Annex: J

**Position: Administrative Aide I (Utility Worker I)/
 Administrative Aide III (Utility 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 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.
Technical/Functional:	
<ul style="list-style-type: none"> • Maintenance of Cleanliness Ability to effectively maintain the cleanliness of the office/ward including all equipment and office/ward facilities. • Messengerial Job Ability to promptly perform messengerial tasks and deliver documents and other important communications. • Health and Safety Practices Ability to practice and perform occupational health, workplace and safety procedures such as but not limited to disposal of toxic and hazardous disposable materials. • Ability to provide efficient, timely, and orderly assistance in the conduction of patients from wards to procedure areas, vice versa, proper conduction of equipment and supplies, and facilitation of release of cadavers to the next of kin. 	<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.



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COMPETENCY REQUIREMENTS

Annex: G-1

Position: Administrative Aide IV (Clerk II) / Administrative Aide VI (Clerk III)

TECHNICAL/FUNCTIONAL:	CORE:
<ul style="list-style-type: none"> • Ability to perform a variety of clerical and administrative tasks (<i>sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference</i>) • Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications • Ability to properly operate and utilize computer devices and other office equipment (<i>personal computer, printer, manual or electric typewriter, photocopying machine, fax machine, etc.</i>) in preparing requests, communication or other assigned tasks • Ability to store, issue and maintain records of office supplies • Ability to follow up pertinent papers, correspondence, payrolls, vouchers, etc. and attends to inquiries or refers telephone calls and clients to proper personnel and/or unit. • Ability to prepare/consolidate reports and other job related request/s 	<ul style="list-style-type: none"> • 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.
CORE:	ORGANIZATIONAL:
<ul style="list-style-type: none"> • Service Having the commitment to place customer satisfaction at the core of our organization's business 	<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: S

Position: Special Police Corporal

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. 	
Technical/Functional:	
<ul style="list-style-type: none"> • Has the ability to investigate, evaluate and submit reports of cases and incidents to the security office during tour of duty. • Has the ability to receive and record all forms of written and oral communications as well as complaints; evaluate and apply appropriate actions in order to deliver very satisfactory customer service. • Has the ability to conduct inspection and monitor the performance of private security guards to ensure security effectiveness. • Has the ability to impart, update knowledge and information on new existing policies to increase security awareness. • Has the ability to participate in conducting in-service training to the security guards. • Has the ability to write reports and communication documents which are both factual and effective. • Has the ability to communicate excellently with clear speech while dealing calmly in emergency situations. 	<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.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.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. • 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.
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. 	

Annex W.A.**Subject: Ward Assistant**

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Unit Management	Ability to enforce 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 keep an updated and accurate record system and correspondence. Maintains availability of ward supplies/ equipment essential for the delivery of patient care.	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-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 (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-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 (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-67

Subject: Nurse VI / Nurse VII

Competence Title	Competence Definition	Desired Competency Level
MANAGEMENT		
1. Human Resource Management	Ability to assess and develop the personal and professional capability of the nursing personnel towards productive, efficient and effective nursing care.	4
2. Unit Management	Ability to supervise the maintenance, allocation and proper utilization of resources within the nursing care unit for the equitable delivery of nursing care services.	4
3. Networking and Linkages	Ability to ensure collaborative relationship with colleagues and other members of the health care team.	4
TECHNICAL		
1. Clinical Nursing Management	Ability to ensure that standards of nursing care are met.	4
2. Training and Education	Ability to provide learning and experiential opportunities for nursing staff for their career and personal growth.	4
3. Research	Ability to participate, recommend and implement results of research studies within the unit as appropriate.	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 project a positive attitude, personal grooming and dressing.	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