

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:

31-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	Administrative Officer II (Management and Audit Analyst I)	UPSB- ADOF2-695- 2004	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex I.A	Philippine General Hospital
2	Project Development Officer I	UPSB-PDO1- 11-1998	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex P.D	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 10, 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.



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila
(PHIC-Accredited Health Care Provider)
ISO 9001 Certified

COMPETENCY REQUIREMENTS

Annex: I.A

Position: Administrative Officer II (Management and Audit Analyst I)

Core:	Technical:
<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"> • Ability to conduct audits and surveys, adhering to internal control principles and conforming to approved evaluation and survey plans, internal auditing programs and accepted internal auditing standards. • Ability to prepare correct and accurate working papers to support audit findings and recommendations. • Ability to conduct an inspection of delivered goods in an orderly manner following the rules as per COA Manual on Property Inspection and existing hospital policies and procedures. • Ability to prepare accurate and correct inspection report to support the release of payment to the concerned supplier. • Ability to utilize properly computer devices in writing, business calculation and other communications. • Ability to safekeep, monitor and control the unit's document and records in accordance with existing office policies and procedures. • Ability to administer and/or assist the Head of the Unit in performing the disciplinary action process to concerned IASSS Staff.
Organizational:	
<ul style="list-style-type: none"> • Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards as provided in the code of ethics for public official/employee and as an internal auditor. • Time Management Ability to finish the audit work/job, attend meetings and other engagement on time. • Inter-Personal Relationship Ability to deal with superiors and with fellow employees courteously, fairly and inspire people to achieve company goals. • Self-projection Ability to project positive and pleasant outlook through personal grooming and dressing. • Stress Management Ability to be always calm and composed even when under pressure and ensure fast delivery of services. 	



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COMPETENCY REQUIREMENTS

Annex: P.D-1

Position: Project Development Officer 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"> • Assisting the Coordinator for Equipment Ability to check/review and evaluate the Technical Specifications and Terms of Reference of equipment. • Assisting the Coordinator for Rates Ability to maintain an updated consolidated list of hospital charges and all other undertakings in relation to hospital rates/charges. • Maintaining Records Ability to maintain records in electronically stored information on all requested equipment. • Establish and Reviewing of Rates Assists in the setting up of new rates and review existing rates that may be affected by the change in equipment. • Status reporting Ability to submit status report of equipment. • Human Resource Development Ability to comply with competency enhancement like attending seminars, trainings and continuing education. • Performing other Tasks Ability to comply with other requirements and regulations to good governance of EO No. 80 S. 2012 (e.g. SALN and ARTA).