

Medical Officer III

Place of Assignment: Philippine General Hospital

Salary Grade 21 (₱ 70,013/month)

CSC QUALIFICATION STANDARDS:

EDUCATION:

- Doctor of Medicine

EXPERIENCE:

- None required

TRAINING:

- None required

ELIGIBILITY:

- RA 1080

Publication of Vacant Position:

June 05, 2025

Deadline for Submission of Application:

June 15, 2025

For more details visit [HR & Careers](https://hrpg.ph) at pgh.gov.ph

and go to **Job Openings:**

- Initial Checklists/How To Apply (External Applicants)
- How to Apply for PGH Internal Applicants
- Bulletin of Vacant Positions (for the **COMPETENCY REQUIREMENTS**)

APPLICATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)

The University of the Philippines – Philippine General Hospital upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in the selection of employees on the account of age, school, gender, civil status, disability, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity”.

For further inquiries/concerns you may call at 85548400 local 2053



PHILIPPINE GENERAL HOSPITAL

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila



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ISO 9001 Certified

Competency Requirements

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.• Services 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.• Training Ability to assists 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">• 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.
	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 things 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.

Administrative Aide I (Utility Worker I)

Place of Assignment: Department of Outpatient Services

Salary Grade 1 (₱ 14,061/month)

CSC QUALIFICATION STANDARDS:

EDUCATION:

- Must be able to read write

EXPERIENCE:

- None required

TRAINING:

- None required

ELIGIBILITY:

- None required (MC 11, s. 1996, as amended, Cat. III)

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Administrative Aide III (Utility Worker II)

Place of Assignment: Office and Custodial Services

Salary Grade 3 (₱ 15,852/month)

CSC QUALIFICATION STANDARDS:

EDUCATION:

- Must be able to read write

EXPERIENCE:

- None required

TRAINING:

- None required

ELIGIBILITY:

- None required (MC 11, s. 1996, as amended, Cat. III)

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Competency Requirements

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 things 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 decision on problem affecting work; ability to exercise sound judgmental 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 achieve department goals.• Oral/ Written Communication Ability to interact with other people and convey thoughts whether verbal or nonverbal.• 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">• 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 communication.• 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.• Document Management Ability to file or organize documents and ability to dispose the same based on the hospital guidelines on disposal. (for DOPS)	

Administrative Aide VI (Clerk III)

Place of Assignment: Health Information Management Division

Salary Grade 6 (₱ 18,957/month)

CSC QUALIFICATION STANDARDS:

EDUCATION:

- Completion of two years studies in College

EXPERIENCE:

- None required

TRAINING:

- None required

ELIGIBILITY:

- Career Service (Subprofessional) / First level Eligibility

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Competency Requirements

Administrative Aide VI (Clerk III)

Core:	Organizational:
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Technical / Functional:	
<ul style="list-style-type: none">• Ability to perform a variety of clerical and administrative tasks (sorting, collating, filling, retrieving, issuing and maintaining of records and files for easy reference).• 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 (personal computer, printer, manual or electric typewriter, photocopying machine, fax machine , etc.) with preference in the use of Radish and ERP systems.• Ability to store, issue and maintain records of office supplies• Ability to assist patient/ client inquires via telephone calls and personal correspondences.• Ability to prepare/ consolidate reports and other job related request/s.	