

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:

19-Jun-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 IV (Human Resource Management Officer II)	UPSB- ADOF4-1135- 2004	15	40208	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex H.R-1	Philippine General Hospital
2	Administrative Assistant II (Human Resource Management Assistant)	UPSB- ADAS2-2543- 2004	8	21448	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofession al) / First Level Eligibility	Pls. see attached Annex H.R-3	Philippine General Hospital

3	Administrative Assistant II (Human Resource Management Assistant)	UPSB-ADAS2-2210-2004	8	21448	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex H.R-3	Philippine General Hospital
4	Administrative Officer I	UPSB-ADOF1-231-2025	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex I	Philippine General Hospital
5	Administrative Assistant I	UPSB-ADAS1-265-2025	7	20110	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	None required	None required	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex I-1	Philippine General Hospital
6	Administrative Assistant III	UPSB-ADAS3-250-2025	9	23226	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex D.A-1	Philippine General Hospital

7	Statistician II	UPSB-STAT2-202-2025	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 H.I-2	Philippine General Hospital
8	Statistician III	UPSB-STAT3-94-2025	18	51304	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex H.I-3	Philippine General Hospital
9	Administrative Officer I	UPSB-ADOF1-240-2025	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex A-15	Philippine General Hospital
10	Administrative Officer I	UPSB-ADOF1-241-2025	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex A-16	Philippine General Hospital
11	Respiratory Therapist I	UPSB-RSTH1-244-2025	10	25586	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	Pls. see attached Annex R.T-1	Philippine General Hospital
12	Respiratory Therapist I	UPSB-RSTH1-245-2025	10	25586	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	Pls. see attached Annex R.T-1	Philippine General Hospital

13	Occupational Therapist I	UPSB-OT1-217-2025	11	30024	Bachelor's degree in Occupational Therapy	None required	None required	RA 1080	Pls. see attached Annex O.T-1	Philippine General Hospital
14	Physical Therapist I	UPSB-PHT1-220-2025	11	30024	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	Pls. see attached Annex P.T-1	Philippine General Hospital
15	Physical Therapist I	UPSB-PHT1-221-2025	11	30024	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	Pls. see attached Annex P.T-1	Philippine General Hospital
16	Physical Therapist I	UPSB-PHT1-222-2025	11	30024	Bachelor's degree in Physical Therapy	None required	None required	RA 1080	Pls. see attached Annex P.T-1	Philippine General Hospital
17	Midwife I	UPSB-MDWF1-251-2025	9	23226	Completion of the Midwifery Course	None required	None required	RA 1080	Pls. see attached Annex M.W	Philippine General Hospital
18	Midwife I	UPSB-MDWF1-252-2025	9	23226	Completion of the Midwifery Course	None required	None required	RA 1080	Pls. see attached Annex M.W	Philippine General Hospital
19	Midwife I	UPSB-MDWF1-253-2025	9	23226	Completion of the Midwifery Course	None required	None required	RA 1080	Pls. see attached Annex M.W	Philippine General Hospital
20	Midwife I	UPSB-MDWF1-254-2025	9	23226	Completion of the Midwifery Course	None required	None required	RA 1080	Pls. see attached Annex M.W	Philippine General Hospital
21	Midwife I	UPSB-MDWF1-255-2025	9	23226	Completion of the Midwifery Course	None required	None required	RA 1080	Pls. see attached Annex M.W	Philippine General Hospital

22	Midwife I	UPSB- MDWF1-256- 2025	9	23226	Completion of the Midwifery Course	None required	None required	RA 1080	Pls. see attached Annex M.W	Philippine General Hospital
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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 June 29, 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](http://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](mailto:hrddrps.uppggh@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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## COMPETENCY REQUIREMENTS

**Annex: H.R-1**

**Position: Administrative Officer IV (Human Resource Management Officer II)**

<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> <li>• <b>Human Resource Management</b> Ability to ensure employees are recruited, selected, developed, assigned, evaluated and rewarded in accordance with University and CSC rules/procedures. Corrective measure is being undertaken when deemed necessary</li> <li>• <b>Managing Information</b> Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization</li> </ul>
<p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.</li> </ul>	<p><b>Technical/Functional:</b></p> <ul style="list-style-type: none"> <li>• Adept in Civil Service Rules and Laws with wide understanding on policies covered and implemented by government regulatory boards.</li> <li>• Adequately equipped with knowledge in all facets of recruitment and placement namely: <ul style="list-style-type: none"> <li>➤ Recruitment and Selection process and promotion scheme</li> <li>➤ Psychological Testing and Behavioral Interview</li> <li>➤ Implementation of UP-Merit Selection Plan</li> <li>➤ Records Management</li> <li>➤ Management of plantilla of positions</li> </ul> </li> <li>• Has good sense of judgment and decision making.</li> <li>• Has good planning ability and foresight.</li> <li>• Above average communication skills (oral and written report presentation).</li> <li>• Above average computer skills to manage the existing eUP applications.</li> <li>• With moral ascendancy and good behavior.</li> </ul>



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## COMPETENCY REQUIREMENTS

**Annex: H.R-3**

**Position: Administrative Assistant II (Human Resource Management Assistant)**

<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Human Resource Management</b> Ability to ensure employees are recruited, selected, developed, assigned, evaluated and rewarded in accordance with University and CSC rules/procedures. Corrective measure is being undertaken when deemed necessary</li> <li>• <b>Managing Information</b> Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization.</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>
<p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.</li> </ul>	<p><b>Technical/Functional:</b></p> <ul style="list-style-type: none"> <li>• Adept in Civil Service Rules and Laws with wide understanding on policies covered and implemented by government regulatory boards.</li> <li>• Adequately equipped with knowledge in facets of human resource namely: <ul style="list-style-type: none"> <li>➤ Records Management</li> <li>➤ Employee Benefits</li> <li>➤ Leave Administration</li> <li>➤ Hospital Clearance</li> </ul> </li> <li>• Attention to Detail.</li> </ul>



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## COMPETENCY REQUIREMENTS

### Annex: I

#### Position: Administrative Assistant I

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>
Technical/Functional:	
<ul style="list-style-type: none"> <li>• <b>Recording and Filing</b> Ability to effectively and efficiently record and file the documents received including incoming and outgoing communications in an organized and systematic manner for easy retrieval.</li> <li>• <b>Utilizing Computer Devices</b> Ability to properly operate and utilize computer devices and other office equipment in preparing requests, communications or other assigned tasks. Ability to type accurately and with sufficient details required in forms.</li> <li>• <b>Handling Telephone Calls</b> Ability to answer promptly, with courtesy and to relay immediately with accurate and sufficient details; ability to receive and write messages with accuracy and completeness for concerned recipient's information.</li> </ul>	





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## COMPETENCY REQUIREMENTS

### Annex: I-1

#### Position: Administrative Officer I

<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Communications</b> Ability to screen, prepare, review and file all forms of communications, notices, minutes of meetings and other correspondences for action/signature of the Chair/Chief and for the safekeeping of the department.</li> <li>• <b>Facilitating Equipment Maintenance</b> Ability to prepare and facilitate the accomplishment of job order requests for repair, service, and replacement or condemn of equipment in the various areas of the department.</li> <li>• <b>Performing Other Tasks</b> Ability to perform other tasks as may be assigned by the Chair/Chief</li> </ul>
<p><b>Technical/Functional:</b></p> <ul style="list-style-type: none"> <li>• <b>Preparing Requisition</b> Ability to consolidate, review and prepare requisitions for office and housekeeping supplies of the department.</li> <li>• <b>Facilitating Purchase of Equipment and Other Needs</b> Ability to facilitate requests for purchase of equipment and other needs of the department.</li> <li>• <b>Preparing Reports</b> Ability to consolidate different statistical reports in the preparation of annual reports, budget proposals and other plans or activities of the department.</li> <li>• <b>Assisting the Department Chair/Chief/Chief Resident</b> Ability to assist the Department Chair/Chief/ Chief Resident in his/her day to day functions of overseeing the operations of the office.</li> <li>• <b>Personnel Evaluation</b> Ability to monitor and evaluate performance of personnel assigned in the department ensuring that efficient service is provided to the hospital and clients.</li> </ul>	<p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>



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## COMPETENCY REQUIREMENTS

### Annex: D.A-1

#### Position: Administrative Assistant III

Core:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Adaptability</b> <ul style="list-style-type: none"> <li>❖ Assumes Office Manager duties in the absence of the Executive Assistant.</li> <li>❖ Adjusts to shifting priorities and performs tasks beyond usual responsibilities when needed.</li> </ul> </li> <li>• <b>Teamwork and Collaboration</b> <ul style="list-style-type: none"> <li>❖ Coordinates well with internal units and other departments.</li> <li>❖ Fosters positive working relationship.</li> </ul> </li> <li>• <b>Initiative</b> <ul style="list-style-type: none"> <li>❖ Completes assigned tasks with minimal supervision.</li> <li>❖ Takes proactive steps to address issues and improve workflows.</li> </ul> </li> <li>• <b>Commitment to Public Interest</b> <ul style="list-style-type: none"> <li>❖ Acts in accordance with institutional goals and upholds public service values.</li> <li>❖ Prioritizes tasks that support the hospital's mission and accountability.</li> </ul> </li> </ul>
Technical/Functional:	
<ul style="list-style-type: none"> <li>• <b>Document Management</b> <ul style="list-style-type: none"> <li>❖ Receives, releases, scans, and tracks documents through DRS and internal PGH systems.</li> <li>❖ Maintains an organized and updated document log.</li> <li>❖ Ensures timely routing and confidentiality of documents.</li> </ul> </li> <li>• <b>Communication</b> <ul style="list-style-type: none"> <li>❖ Effectively communicates directives from the Deputy Director to concerned departments.</li> <li>❖ Prepares clear and professional correspondence (e.g., memos, emails).</li> </ul> </li> <li>• <b>Telephone Handling</b> <ul style="list-style-type: none"> <li>❖ Answers calls professionally and courteously.</li> <li>❖ Takes accurate messages and routes calls appropriately.</li> </ul> </li> <li>• <b>Office Administration</b> <ul style="list-style-type: none"> <li>❖ Performs routine administrative tasks efficiently.</li> <li>❖ Maintains office supplies, schedules, and supports operational needs.</li> </ul> </li> </ul>	



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**COMPETENCY REQUIREMENTS**

**Annex: H.I-2**

**Position: Statistician II**

CORE:	ORGANIZATIONAL:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Decision Making</b> Capability to make unbiased and well-informed choices on work-related issues; consistently exercising sound judgment and maintaining a positive mindset independently.</li> <li>• <b>Work Ethics</b> Commitment to professionalism when interacting with clients and colleagues, upholding high moral principles and standards.</li> <li>• <b>Interpersonal Skills</b> Skill in treating supervisors respectfully and collaborating fairly with coworkers; ability to motivate and encourage others toward achieving team objectives.</li> <li>• <b>Communication (Verbal and Written)</b> Proficiency in effectively expressing ideas and information through spoken or written means, as well as non-verbal cues.</li> </ul>
TECHNICAL/FUNCTIONAL:	<ul style="list-style-type: none"> <li>• <b>Self-Projection</b> Demonstrating poise, confidence and assurance in all tasks and maintaining composure and calmness during challenging situations.</li> <li>• <b>Time Management</b> Effectiveness in using time efficiently and productively, ensuring punctuality for work, meetings, and other commitments.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Technical Proficiency in Health Information Systems</b> Demonstrates working knowledge of electronic systems used by HIMD such as RADISH, ERP, and OCRA or other HIS</li> <li>• <b>Statistical Data Management and Reporting</b> Ability to assist in the collection, organization, and analysis of data for statistical reports and research activities, ensuring accuracy and compliance with established standards.</li> <li>• <b>Health Information Management (HIM) Experience</b> Has at least 2 years work experience in a Level 2 or Level 3 healthcare facility in a HIM or data analytics role, with a strong understanding of hospital workflows and records management</li> <li>• <b>Knowledge of Data Privacy Act</b> Possesses in-depth knowledge of the Data Privacy Act and ensures that all statistical work, data handling, and dissemination activities strictly adhere to privacy and confidentiality regulations.</li> </ul>	



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**COMPETENCY REQUIREMENTS**

**Annex: H.I-3**

**Position: Statistician III**

<b>CORE:</b>	<b>ORGANIZATIONAL:</b>
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conform to high ethical standards.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>
<b>TECHNICAL/FUNCTIONAL:</b>	
<ul style="list-style-type: none"> <li>• <b>Technical Proficiency in Health Information Systems</b> Demonstrates extensive knowledge and operational proficiency in electronic systems used by HIMD, including RADISH, ERP, and OCRA or other HIS.</li> <li>• <b>Statistical Data Management and Reporting</b> Expertise in collecting, analyzing, validating, and managing large datasets for the preparation of statistical reports and research relevant to hospital operations and regulatory requirements.</li> <li>• <b>Health Information Management (HIM) Experience</b> Has at least 3 years work experience in a Level 2 or Level 3 healthcare facility in a HIM or data analytics role, with a strong understanding of hospital workflows and records management.</li> <li>• <b>Knowledge of Data Privacy Act</b> Possesses in-depth knowledge of the Data Privacy Act and ensures that all statistical work, data handling, and dissemination activities strictly adhere to privacy and confidentiality regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry oneself calm and composed in times of difficulties.</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> <li>• <b>Leadership</b> Capable of assuming Officer-in-Charge (OIC) responsibilities in the absence of the Section Head, ensuring smooth operational flow of the section</li> </ul>



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**COMPETENCY REQUIREMENTS**

**Annex: A-15**

**Position: Administrative officer I**

Core:	Technical/Functional:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managing Information</b> Works through electronic data to generate relevant information and reports; payroll preparation and subsidiary ledgers.</li> <li>• <b>Computer Literacy</b> Ability to perform computer operations: adeptly prepare spreadsheets using MS Excel, DOS (Dbase) and miscellaneous reports using MS Office, proficiency in email and internet.</li> <li>• <b>Speaking effectively</b> Effective communications; re send clear, complete, accurate and understood information and messages and carefully listen to others.</li> <li>• <b>Gained Knowledge</b> With three (3) years experience in payroll preparation of PhilHealth Professional Fee payments to doctors, prepare subsidiary payroll ledgers and other related tasks.</li> <li>• <b>Time Management</b> Ability to come on time during official functions, to work during weekends and holidays and shifting schedule.</li> <li>• <b>Self Projection</b> Physically fit to perform specific task and ability to project a positive and pleasant outlook through personal grooming and dressing.</li> </ul>
Organizational:	
<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>	



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**COMPETENCY REQUIREMENTS**

**Annex: A-16**

**Position: Administrative officer I**

Core:	Technical/Functional:
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business.</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty.</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managing Information</b> Works through electronic data to generate relevant information and reports re; processing and transmitting of eClaims.</li> <li>• <b>Computer Literacy</b> Ability to perform computer operations: adeptly prepare spreadsheets using MS Excel, MS DOS (Dbase) and miscellaneous reports using MS Office; proficiency in email and internet.</li> <li>• <b>Speaking effectively</b> Effective communications; re send clear, complete, accurate and understood information and messages and carefully listen to others.</li> <li>• <b>Gained Knowledge</b> With Certificate / Completion of training /workshop in ICD 10/ RVS Code and at least five (5) years of experience in ICD 10 /RVS Coding. Knowledgeable in PhilHealth on rules and guidelines, circular and benefit claims per diagnosis.</li> </ul>
Organizational:	
<ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time Management</b> Ability to coordinate and complete multiple projects/reports in a deadline-oriented environment, to come on time during official functions and to work during weekends and holidays, if needed.</li> <li>• <b>Self Projection</b> Physically fit to perform specific task and ability to project a positive and pleasant outlook through personal grooming and dressing.</li> </ul>



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## COMPETENCY REQUIREMENTS

**Annex: O.T-1**

**Position: Occupational Therapist I**

Core:	Technical/Functional :
<ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>OT Evaluation</b> Ability to evaluate completely and correctly performance skills and functions that are pertinent to occupational therapy.</li> <li>• <b>Treatment Planning and Implementation</b> Ability to formulate appropriate goals, provide treatment techniques correctly that maximize patient's potential.</li> <li>• <b>Charting and Documentation</b> Ability to provide evaluation reports, progress notes, endorsement notes, discharge summary and other necessary documentation on time.</li> <li>• <b>Oral/ Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> <li>• <b>Scheduling and protocol implementation</b> Ability to schedule patients and orient them on the course of the treatment protocol.</li> <li>• <b>Acquisition of New Equipment/ Materials/ Tools</b> Ability to identify needed equipment/ materials or tools, accomplish forms and make the necessary request for purchasing of new equipment/ materials and tools.</li> <li>• <b>Upkeep and Maintenance of Facilities, Supplies and Equipment</b> Ability to ensure maintenance of cleanliness of the section, adequacy of supplies and maintaining equipment in good working condition.</li> </ul>
<p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• <b>Planning</b> Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.</li> <li>• <b>Organizational Effectiveness</b> Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner.</li> <li>• <b>Correspondence with Administrative, Medical and Paramedical Sections</b> Ability to represent the section during administrative meetings and to coordinate with other section heads during program planning and implementation of departmental activities.</li> <li>• <b>Security</b> 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.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> </ul>	



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## COMPETENCY REQUIREMENTS

**Annex: P.T-1**

**Position: Physical Therapist I**

<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• <b>Service</b> Having the commitment to place customer satisfaction at the core of our organization's business</li> <li>• <b>Professionalism</b> Adherence to courtesy, honesty and responsibility in the discharge of one's duty</li> <li>• <b>Integrity</b> Having moral discernment which is doing the right thing at all times and in all circumstances.</li> <li>• <b>Compassion</b> The motivation to relieve the suffering of others.</li> <li>• <b>Excellence</b> Demanding more from ourselves than our clients do.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Self-Projection</b> Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties</li> <li>• <b>Time Management</b> Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.</li> </ul>
<p><b>Organizational:</b></p> <ul style="list-style-type: none"> <li>• <b>Work Ethics</b> Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.</li> <li>• <b>Decision Making</b> Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.</li> <li>• <b>Inter-Personal Relationship</b> Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.</li> <li>• <b>Oral/Written Communication</b> Ability to interact with other people and convey thoughts whether verbal or non-verbal.</li> </ul>	<p><b>Technical/Functional:</b></p> <ul style="list-style-type: none"> <li>• <b>Conducting Physical Therapy Evaluation</b> Ability to perform accurately and safely physical therapy assessment procedures and operate equipment to patients in all PT clinics.</li> <li>• <b>Implementing Therapeutic Exercises</b> 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.</li> <li>• <b>Administering Physical Modalities</b> Ability to correctly and safely operate PT equipment or machinery to achieve PT treatment goals in all PT clinics.</li> <li>• <b>Recording PT assessment and Treatment Procedures</b> Ability to accurately document and maintain records of PT assessment and treatment procedures.</li> <li>• <b>Conducting Maintenance of all PT Facilities and Equipment</b> 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.</li> <li>• <b>Appraising Trainee Performance</b> Ability to recognize strengths and weaknesses of trainee while performing training activities.</li> <li>• <b>Appraising Progress of Programs and Projects</b> Ability to recognize status, strengths and weaknesses of section projects or programs.</li> </ul>





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## COMPETENCY REQUIREMENTS

**Annex: M.W**

**Position: Midwife I**

Technical/Functional:	Organizational:
<ul style="list-style-type: none"> <li>• <b>Expertise in Managing Maternity Emergencies:</b> Ability to demonstrate prompt and effective intervention in obstetric emergencies, ensuring the safety and well-being of both mother and child.</li> <li>• <b>Strong Team Collaboration:</b> Ability to work effectively with healthcare professionals, fostering a cooperative and supportive work environment.</li> <li>• <b>Accountability and Professional Responsibility:</b> Ability to take ownership of decisions and actions while maintaining ethical and professional standards in patient care.</li> <li>• <b>Sustained Focus and Precision During Delivery:</b> Ability to maintain unwavering concentration throughout labor and childbirth, ensuring accurate and efficient care.</li> <li>• <b>Comprehensive Knowledge of Healthcare Standards and Compliance:</b> Ability to demonstrate expertise in applying and upholding established health regulations, ensuring the delivery of high-quality maternal and neonatal care in accordance with national healthcare policies and professional midwifery standards.</li> <li>• <b>Proficiency in Newborn Care and Breastfeeding Education:</b> Ability to provide essential guidance to mothers on proper newborn care, breastfeeding techniques, and infant nutrition.</li> <li>• <b>Holistic Approach to Patient Counseling:</b> Ability to advise patients on proper diet, lifestyle adjustments, and reproductive health, promoting overall well-being.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work Ethics:</b> Ability to demonstrate professionalism in interactions with clients and colleagues while upholding high ethical standards in all work-related matters.</li> <li>• <b>Decision Making:</b> Ability to exercise sound judgment in addressing work-related challenges, ensuring objective and well-informed decisions while maintaining a positive mindset.</li> <li>• <b>Interpersonal Relationships:</b> Ability to engage courteously with superiors and fairly with colleagues, fostering a collaborative environment that motivates individuals to achieve departmental goals.</li> <li>• <b>Oral and Written Communication:</b> Ability to effectively convey thoughts and ideas through verbal and non-verbal communication, ensuring clarity and professionalism in all interactions.</li> <li>• <b>Self-Projection:</b> Ability to display confidence and composure in professional undertakings, maintaining poise and resilience in challenging situations.</li> <li>• <b>Time Management:</b> Ability to maximize productivity through effective time allocation while consistently reporting punctually to work, meetings, and engagements.</li> </ul>

**Technical/Functional:** (continuation)

- **Acute Observation and Critical Assessment Skills:** Ability to identify early signs of complications and promptly seek medical intervention when necessary.
- **Digital Literacy:** Ability to use hospital systems and digital tools efficiently for patient care, documentation, and communication while ensuring accuracy and data security.

**Core:**

- **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.