

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:

28-May-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	Medical Technologist II	UPSB- MDTK2-179- 1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital
2	Medical Technologist II	UPSB- MDTK2-219- 1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.T-2	Philippine General Hospital

3	Medical Technologist III	UPSB-MDTK3-25-1998	18	51304	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.T-3	Philippine General Hospital
4	Medical Technologist V	UPSB-MDTK5-11-1998	22	78162	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	16 hours of relevant training	3 years of relevant experience	RA 1080	Pls. see attached Annex M.T-5	Philippine General Hospital
5	Radiologic Technologist II	UPSB-RT2-32-1998	15	40208	Bachelor of Science in Radiologic Technology	Four (4) hours of training in Radiologic Technology	One (1) year of experience as a Radiologic Technologist	RA 1080 (Radiologic Technologist)	Pls. see attached Annex R.T-2	Philippine General Hospital
6	Nurse IV	UPSB-NURS4-148-1998	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
7	Medical Officer IV	UPSB-MDOF4-170-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
8	Medical Officer IV	UPSB-MDOF4-174-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
9	Medical Officer IV	UPSB-MDOF4-179-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital

10	Medical Officer IV	UPSB-MDOF4-101-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
11	Medical Officer IV	UPSB-MDOF4-92-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
12	Medical Officer IV	UPSB-MDOF4-85-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
13	Medical Officer IV	UPSB-MDOF4-166-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex M.O-4	Philippine General Hospital
14	Medical Specialist III	UPSB-MDSP3-127-2018	24	98185	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
15	Medical Specialist III (Part-Time)	UPSB-MDSP3-49-1998	24	49092.50	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
16	Medical Specialist III (Part-Time)	UPSB-MDSP3-91-1998	24	49092.50	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
17	Medical Specialist III (Part-Time)	UPSB-MDSPT3-86-1998	24	49092.50	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
18	Medical Specialist II	UPSB-MDSP2-7-2018	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
19	Medical Specialist II	UPSB-MDSP2-92-2018	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

20	Medical Specialist III (Part-Time)	UPSB-MDSP3-67-1998	24	49092.50	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
21	Medical Specialist III (Part-Time)	UPSB-MDSPT3-78-1998	24	49092.50	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex M.S	Philippine General Hospital
22	Medical Officer III	UPSB-MDOF3-818-1998	21	70013	Doctor of Medicine	None required	None required	RA 1080	Pls. see attached Annex M.O-3	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 June 07, 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.



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COMPETENCY REQUIREMENTS

Annex: M.T-2

Position: Medical Technologist 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. • Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non-verbal.
Technical/Functional:	
<ul style="list-style-type: none"> • Performs quality laboratory procedures (routine & special) done by the section and phlebotomy at night (as need arises) • Performs quality control mainly in the safekeeping and proper utilization of chemicals, reagents, supplies and instruments. • Verifies, records and releases quality laboratory results performed by the section. • Trains and conducts lecture to rotating postgraduate medical technologist, special trainees and public health students of the department. 	<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.



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COMPETENCY REQUIREMENTS

Annex: MT-3

Position: Medical Technologist III

Technical:	Core:
<ul style="list-style-type: none"> • Ability to monitor the quality assurance and quality control mainly in the safekeeping, maintenance of equipment/instrument, proper utilization and continuous availability of chemicals, reagents and supplies. • Ability to evaluate the performance of the staff and recommend the upgrading for possible promotion. • Ability to manage and maintain the orderliness of the function of the section. • Ability to perform routine and special laboratory procedures. • Ability to attend meetings, conferences and conventions. • Ability to prepare and submit monthly and annual report, PPMP, reagents for bidding and performance target of the section. • Ability to train and conduct lectures to rotating Post- graduate Medical Technologist, Public Health students and special trainees of the department. • Ability to prepare RIV of medical supplies & submit requirements needed by the supervisor. • Ability to process, encode and release results of patient's examination done in the section. 	<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.
	<p>Organizational:</p> <p>Oral/Written Communication Ability to interact with other people and convey thoughts whether verbal or non- verbal.</p> <p>Interpersonal Relationship. Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve department's goals.</p> <p>Time Management Comes on time during official functions, engagements and meetings.</p> <p>Business Ethics Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards.</p> <p>Self Projection Ability to project a confident and pleasant outlook in all undertakings.</p> <p>Decision- Making Ability to provide objective decisions to problems affecting work, exercise sound judgment and thinks positively.</p>



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COMPETENCY REQUIREMENTS

Annex: MT-5

Position: Medical Technologist V

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. • 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.
Technical/Functional:	Leadership/Managerial:
<ul style="list-style-type: none"> • Evaluate new laboratory examinations and techniques effectively consistent with the quality policy of the section. • Perform laboratory examinations and techniques effectively consistent with the quality policy of the section. • Able to lecture Medical Technologists, Laboratory Technicians, institutional Workers, Residents, Post-graduate Medical Technologists effectively consistent with the Laboratory Procedures Manual of the section. • Able to give instructions clearly and in a non threatening manner. • Able to interact with other people and convey thoughts whether verbal or non verbal. • Able to set standards by showing respect, being honest and promoting trust and sense of worth. 	<ul style="list-style-type: none"> • Managing Performance and Coaching for Results Ability to give objectives, opportune and relevant feedback to staff or groups to effect necessary adjustment and intervention to maintain good and high performance of the latter. • Leading Change Ability to plan, develop and manage an approach by transitioning individuals or organization from the current state to future state.



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COMPETENCY REQUIREMENTS

Annex R.T-2

Position: Radiologic Technologist 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"> • Effective Communication Ability to communicate well with stakeholders and express oneself in a polite manner. • Teamwork Ability to work and coordinate well with co-workers. • Demonstrating Personal Effectiveness Ability to perform duties and responsibilities with initiative, flexibility and enthusiasm. • Championing and Applying Innovation Ability to apply technical skills and knowledge to perform assigned tasks. Ability to adapt to new technology. • Delivering Service Excellence Ability to render quality diagnostic services in a timely, professional, courteous and ethical manner. • Time Management Ability to report on time to work, meetings and other engagements. • Work Ethics Ability to maintain professionalism and uphold the highest standard principles and values in the workplace. • Interpersonal Relationship Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve department goals. • Self Projection Ability to project a positive and pleasant outlook through personal grooming and dressing. • Innovation Ability to exploit new ideas for the benefit of the organization.
Technical / Functional:	
<ul style="list-style-type: none"> • Technical Proficiency Ability to apply technical knowledge and skills required to perform one's task as expected of the person's position and compliance to other assigned tasks. Ability to perform venipuncture by following legal, professional and policy requirements. • Recording and Documentation Ability to record and encode supplies, patients' data and services through the hospital's information system. • Radiation Safety Ability to practice radiation safety standards to be able to protect himself/herself and the public from unnecessary exposures. • Administrative Efficiency Responsibility in ensuring that machines/ procedures/ supplies/ upkeep of areas are well kept including the preventive maintenance. 	

Annex N-34Subject: **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	<p>Ability to assist Nurse VII in identifying problems which require investigative studies.</p> <p>Ability to develop, implement, monitor and evaluate Quality Assurance programs for nursing and evidenced based nursing practice in the clinical areas.</p> <p>Ability to assist the Nurse VII in the evaluation of entry level nursing service applicants and in promotion of nursing personnel.</p> <p>Ability to develop and evaluate testing tools.</p> <p>Ability to establish collaborative relationship with colleagues and other members of the healthcare team.</p>	4
PERSONAL		
1. Time Management	<p>Ability to come on time during official functions, engagements and meetings.</p> <p>Ability to finish assigned tasks within the specified time.</p>	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	<p>Ability to appear neat and well groomed.</p> <p>Ability to observe proper decorum.</p> <p>Ability to project a caring attitude.</p>	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 (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



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COMPETENCY REQUIREMENTS

Annex: MO - 4

Position: Medical Officer IV

TECHNICAL/FUNCTIONAL:	CORE:
<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 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 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. 	<ul style="list-style-type: none"> Excellence Demanding more from ourselves than our clients do.
	ORGANIZATIONAL:
	<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. Planning Ability to establish the department goals and action plans in compliance with the hospital's mission, strategies and policies. Organizing Ability to assign required tasks to all resident staff and allocate needed resource in an effective and efficient manner. Leading Ability to motivate the resident staff and demonstrate visible commitment and consistent adherence to department policies. Controlling Ability to monitor the performance of the resident staff and keep track of the department projects, activities and goals.
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. 	



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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. 	



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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. 	<p style="text-align: center;">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.