CS Form No. 9
Revised 2025

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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 in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the UNIVERSITY OF THE PHILIPPINES PGH MANILA :

MS. MARY ANN ODA C. EBESATE
HRMO

Date: 15-Aug-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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4283-2004	3	15852	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 III (Utility Worker II)	UPSB-ADA3-4304-2004	3	15852	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

3	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4307-2004	3	15852	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
4	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4342-2004	3	15852	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
5	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4366-2004	3	15852	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
6	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4399-2004	3	15852	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
7	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4333-2004	3	15852	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
8	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4139-2004	3	15852	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

9	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4095-2004	3	15852	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
10	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4332-2004	3	15852	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
11	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4359-2004	3	15852	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
12	Administrative Aide I (Utility Worker I)	UPSB-ADA1-781-2004	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
13	Administrative Aide VI (Clerk III)	UPSB-ADA6-2091-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex G	Philippine General Hospital
14	Records Officer IV	UPSB-RO4-1-1998	22	78162	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex RO-4	Philippine General Hospital

15	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2259-2004	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Pls. see attached Annex HI-1	Philippine General Hospital
16	Accountant I	UPSB-A1-18-1998	12	32245	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080	Pls. see attached Annex A-6	Philippine General Hospital
17	Accountant I	UPSB-A1-28-1998	12	32245	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	None required	RA 1080	Pls. see attached Annex A-6	Philippine General Hospital

18	Administrative Assistant III	UPSB-ADAS3-249-2025	9	23226	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility	Pls. see attached Annex HR-7	Philippine General Hospital
19	Administrative Officer IV (Budget Officer II)	UPSB-ADOF4-1124-2004	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 BO-2	Philippine General Hospital
20	Administrative Officer IV (Budget Officer II)	UPSB-ADOF4-1123-2004	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 BO-2	Philippine General Hospital

21	Medical Specialist III (Part-Time)	UPSB-MDSPT3-103-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
22	Medical Specialist III (Part-Time)	UPSB-MDSPT3-91-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
23	Medical Specialist III (Part-Time)	UPSB-MDSP3-62-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
24	Medical Specialist III (Part-Time)	UPSB-MDSPT3-112-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
25	Medical Specialist III (Part-Time)	UPSB-MDSPT3-81-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
26	Medical Specialist II	UPSB-MDSP2-121-2020	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
27	Medical Specialist III	UPSB-MDSP3-85-1998	24	98185	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
28	Medical Specialist II	UPSB-MDSP2-118-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than August 25, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous

communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/ records office, as the case may be:

Ms. Marjorie L. Torres
Chief Administrative Officer
UP-PGH, Taft Avenue, Manila
85548400 loc. 2053 / hrddrps.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HUMAN RESOURCE DEVELOPMENT DIVISION
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COMPETENCY REQUIREMENTS

Annex: J

Position: Administrative Aide II (Utility Worker I)/ Administrative Aide III (Utility Worker II)

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.

Technical/Functional:

- **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.

Organizational:

- **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: G
Position: Administrative Aide VI (Clerk III)

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**
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- **Compassion**
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Technical/Functional:

- Ability to perform a variety of clerical and administrative tasks *(sorting, collating, filing, 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.)* 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.

Organizational:

- **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**
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- **Time Management**
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COMPETENCY REQUIREMENTS

Annex: RO-4
Position: Records Officer IV

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**
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Technical/Functional:

- **Extensive knowledge of Radish and ERP systems**, with a strong understanding of their applications in managing health data and records
- **Thorough understanding of the Data Privacy Act**, ensuring compliance in handling sensitive health information and maintaining confidentiality
- **Comprehensive training and expertise in Health Records Keeping and Management**
- **Staff supervision and management**, having attended relevant training and seminars on effective leadership and team management.

Organizational:

- **Leadership Skills**
  Ability to Demonstrates strong leadership abilities, fostering a collaborative and productive work environment. Capable of motivating and guiding teams to achieve organizational objectives.
- **Work Ethics**
  Exhibits high standards of professionalism in interactions with clients and all stakeholders. Conforms to ethical principles, ensuring transparency and integrity in all aspects of wor
- **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.
- **Managing Information**
  Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization

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COMPETENCY REQUIREMENTS

Annex: HI-1

Position: Administrative Assistant II (Clerk IV)

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**
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Technical/Functional:

- **Recording and Filing**
  Ability to effectively and efficiently record and file the documents received including patient health records in an organized and systematic manner for easy retrieval.
- **Utilizing Computer Devices**
  Ability to properly operate and utilize computer devices and other office equipment in preparing requests, communications or other assigned tasks. Ability to use and navigate the hospital information system (RADISH) in management of health records.
- **Handling Telephone Calls**
  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.

Organizational:

- **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: A-6

Position: Accountant I

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**
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Organizational:

- **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:

- Ability to prepare financial statements and to reconcile and analyze accounts.
- Ability to check and review posting of accounts receivables including adjustments and journal entries.
- Ability to operate and utilize computer devices and other office equipment properly.
- Ability to perform a variety of clerical and administrative tasks.
- Ability to attend to inquiries or refer telephone calls and clients to concerned personnel/unit.

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COMPETENCY REQUIREMENTS

Annex: HR - 7

Position: Administrative Assistant III

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**
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- **Compassion**
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Organizational:

- **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.
- **Human Resource Management**
  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.
- **Managing Information**
  Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization.

Technical/Functional:

- **Records Management**
  Ability to maintain, organize, retrieve, and monitor both physical and electronic records and communications related to personnel, performance, and committee activities handled by the Section, using available systems to ensure accuracy and systematic documentation.
- **Program/Course Delivery and Administration**
  Ability to prepare, coordinate, and manage logistical and documentation requirements for training activities.
- **Learning Facilitation**
  Ability to support the delivery of learning sessions and facilitate basic information dissemination.
- **Performance Management**
  Ability to monitor compliance in performance-related submissions and prepare routine performance-related communications and records.
- Adept in Civil Service Rules and Laws with wide understanding on policies covered and implemented by government regulatory boards.

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COMPETENCY REQUIREMENTS

Annex: BO-2

Position: Administrative officer IV (Budget Officer II)

Core:

- **Service**
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- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty.
- **Integrity**
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Organizational:

- **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.

Organizational :

- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meeting s and other engagements.
- **Managing Information**
  Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization.

Technical/Functional:

- **Recommending Budget Clearance**
  Ability to recommend acceptable action on PS requests for funding considering fiscal policies and budget limitations.
- **Preparation of Financial Documents**
  Ability to prepare and submit on time, accurate and complete financial documents as required and requested by management and other agencies.
- **Monitoring of Personnel complement of the Hospital**
  Ability to monitor the departmental manpower complement including vacant positions.
- **Monitoring of Expenses vs Allotment**
  Ability to monitor departmental expenses vs allotment to aid the Budget Officer in giving budget clearance for requests for funding.
- **Computation of the Hospital's Monthly Cost of Operation for PS**
  Ability to compute completely and accurately the monthly cost of operations of the hospital.
- **Perform Clerical Tasks**
  Ability to monitor flow and secure documents of the office. Ability to answer queries regarding the office activities.

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COMPETENCY REQUIREMENTS

Annex: M.S
Position: Medical Specialist

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**
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Technical/Functional:

- **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.

Organizational:

- **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.