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. Bella C. Bondoc
HRMO

Date: 1-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 (if applicable)	
1	Engineer II	UPSB-ENG2-34-1998	16	43560	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relavant experience	RA 1080	Pls. see attached Annex O-26	Philippine General Hospital
2	Engineer IV	UPSB-ENG4-9-1998	22	78162	Bachelor's degree in Engineering relevant to the job	16 hours of relevant training	3 years of relevant experience	RA 1080	Pls. see attached Annex O-29	Philippine General Hospital

3	Administrative Assistant III (Mechanical Plant Operator III)	UPSB-ADAS3-1451-2004	9	23226	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital
4	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2325-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-2	Philippine General Hospital

5	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2332-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-2	Philippine General Hospital
6	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3035-2004	4	16833	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-2	Philippine General Hospital

7	Administrative Assistant III (Mechanical Plant Operator III)	UPSB-ADAS3-1456-2004	9	23226	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital
8	Administrative Assistant III (Mechanical Plant Operator III)	UPSB-ADAS3-1452-2004	9	23226	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital

9	Administrative Assistant III (Mechanical Plant Operator III)	UPSB-ADAS3-1453-2004	9	23226	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital
10	Medical Equipment Technician II	UPSB-MEQT2-258-2025	8	21448	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-30	Philippine General Hospital

11	Medical Equipment Technician II	UPSB-MEQT2-259-2025	8	21448	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-30	Philippine General Hospital
12	Medical Equipment Technician I	UPSB-MEQT1-278-2025	6	18957	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex O-31	Philippine General Hospital
13	Medical Equipment Technician I	UPSB-MEQT1-279-2025	6	18957	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex O-31.1	Philippine General Hospital

14	Precision Instrument Technician III	UPSB-PITEC3-32-1998	11	30024	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Mechanical/Electrical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-17	Philippine General Hospital
15	Medical Equipment Technician III	UPSB-MEQT3-207-2025	11	30024	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	8 hours of relevant training	2 years of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-9.1	Philippine General Hospital

16	Medical Equipment Technician II	UPSB-MEQT2-260-2025	8	21448	Completion of relevant two years studies in college or Completion of relevant medical laboratory technician course	4 hours of relevant training	1 year of relevant experience	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-30.1	Philippine General Hospital
17	Administrative Aide VI (Electrician II)	UPSB-ADA6-2222-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, S. 1996, as amended, Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital

18	Administrative Aide VI (Electrician II)	UPSB-ADA6-2232-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Electrician (MC 11, S. 1996, as amended, Cat. II)	Pls. see attached Annex O-7	Philippine General Hospital
19	Administrative Aide V (Carpenter II)	UPSB-ADA5-723-2004	5	17866	Elementary School Graduate	None required	None required	Carpenter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-4	Philippine General Hospital
20	Administrative Aide V (Plumber II)	UPSB-ADA5-731-2004	5	17866	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
21	Administrative Aide V (Plumber II)	UPSB-ADA5-729-2004	5	17866	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
22	Administrative Aide V (Plumber II)	UPSB-ADA5-727-2004	5	17866	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital

23	Draftsman III	UPSB-DFM3-23-1998	11	30024	Completion of two years 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)	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital
24	Nurse V	UPSB-NURS5-87-2025	20	62967	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex NQ-5	Philippine General Hospital
25	Nurse V	UPSB-NURS5-88-2025	20	62967	Bachelor of Science in Nursing	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex NQ-5	Philippine General Hospital

26	Administrative Aide VI (Clerk III)	UPSB-ADA6-2085-2004	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
27	Administrative Officer I	UPSB-ADOF1-237-2025	10	25586	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Pls. see attached Annex I.A-1	Philippine General Hospital
28	Administrative Officer I	UPSB-ADOF1-235-2025	10	25586	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Pls. see attached Annex PMO-1	Philippine General Hospital
29	Radiologic Technologist II	UPSB-RT2-47-1998	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 RT-2	Philippine General Hospital

30	Social Welfare Assistant	UPSB-SOCWAS-261-2025	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 (Subprofessional) / First Level Eligibility	Pls. see attached Annex SWA	Philippine General Hospital
31	Social Welfare Assistant	UPSB-SOCWAS-262-2025	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 (Subprofessional) / First Level Eligibility	Pls. see attached Annex SWA	Philippine General Hospital

32	Social Welfare Assistant	UPSB-SOCWAS-263-2025	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 (Subprofessional) / First Level Eligibility	Pls. see attached Annex SWA	Philippine General Hospital
33	Social Welfare Assistant	UPSB-SOCWAS-264-2025	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 (Subprofessional) / First Level Eligibility	Pls. see attached Annex SWA	Philippine General Hospital
34	Medical Officer IV	UPSB-MDOF4-151-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MO-4	Philippine General Hospital
35	Medical Officer IV	UPSB-MDOF4-149-2018	23	87315	Doctor of Medicine	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MO-4	Philippine General Hospital
36	Medical Specialist II	UPSB-MDSP2-15-2018	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

37	Medical Specialist IV	UPSB-MDSP4-173-2020	25	111727	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
38	Medical Specialist III	UPSB-MDSP3-84-1998	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
39	Medical Specialist III (Part-Time)	UPSB-MDSPT3-186-2020	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

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 August 11, 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.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HUMAN RESOURCE DEVELOPMENT DIVISION
UP - PHILIPPINE GENERAL HOSPITAL
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COMPETENCY REQUIREMENTS

Annex: O-26
Position: Engineer 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.

Leadership:

- **Thinking Strategically**
  Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connection between situations or things that are not obviously related and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.
- **Achievement Orientation**
  Ability to use internal and external resources effectively to achieve individual, team and organizational goals.
- **Managing Performance and Coaching for Results**
  Ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value and continuous learning and improvement.

Leadership:

- **Solving Problems and Making Decisions**
  Ability to resolve deviations and exercise good judgment by using fact analysis and generating and selecting appropriate courses of action to produce positive results.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgement at all times and can think positively by oneself.
- **Interpersonal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Innovation**
  Ability to exploit new ideas for the benefit of the organization.
- **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 to work, meetings and other engagements.
- **Records Management**
  Ability to maintain an organized, updated and readily retrievable electronic and hard copy PCO files.
- **Data Privacy**
  Ability to keep confidential matters as well as ability to adhere to data privacy.

Technical/Functional:

- **Risk Assessment**
  Ability to identify, analyze, evaluate and deal with risks relative to the achievement of goals and targets of the department.

- **Risk Analysis**
  Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events.

- **Computer Skills**
  Ability to operate standard personal computer and use available computer software, applications and technology.

- **Mechanical Project Planning and Implementation**
  Ability to efficiently plan, coordinate and monitor infrastructure projects to guarantee work execution aligned with the latest and sound engineering principles, regulations and standards; ability to perform regular inspection of ongoing infrastructure projects to ensure they are executed within completion date in accordance with approved document; ability to prepare and submit periodic project accomplishment report and to take immediate corrective action/s to prevent project delay.

- **Pollution Control Officer Skills**
  Ability to cascade working knowledge of environmental regulations; ability to conduct assessment and audit, communicate and demonstrate problem solving and decision making skills in collaboration with the Senior Pollution Control Officer of the hospital; ability to proficiently utilize current and relevant technology and tools to develop and update pollution control measures for hospital-wide implementation.

- **Communication**
  Ability to clearly convey and receive messages to meet the needs of all.

- **Flexibility**
  Ability to work efficiently with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and positive manner.

- **Data Management**
  Ability to analyze statistics and other data by interpreting and evaluating results to be able to formulate a report and/or presentation as reference to decision making.

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COMPETENCY REQUIREMENTS

Annex: O-29
Position: Engineer 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**
  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.

Leadership:

- **Thinking Strategically**
  Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connection between situations or things that are not obviously related and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.
- **Achievement Orientation**
  Ability to use internal and external resources effectively to achieve individual, team and organizational goals.

Leadership:

- **Managing Performance and Coaching for Results**
  Ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value and continuous learning and improvement.
- **Solving Problems and Making Decisions**
  Ability to resolve deviations and exercise good judgment by using fact analysis and generating and selecting appropriate courses of action to produce positive results.

Organizational:

- **Analytical Thinking**
  Demonstrates strong ability to analyze complex engineering issues, identify root causes, and propose logical, practical, and sustainable solutions.
- **Professionalism and Integrity**
  Adheres to ethical standards and professional conduct. Maintains accountability, transparency, and responsibility in the performance of duties.
- **Communication Skills**
  Effectively communicates technical and non-technical information, both orally and in writing, to various stakeholders. Can present plans and ideas clearly.
- **Results Orientation**
  Consistently delivers high-quality outputs within agreed timelines and budget. Shows initiative in overcoming obstacles to achieve project goals.

Technical/Functional:

- **Construction Management**
  Proficient in planning, coordinating, and supervising construction projects from pre-construction to turnover. Ensures project delivery adheres to time, cost, and quality standards.

- **Technical Drawing Interpretation**
  Expert in interpreting architectural, structural, and engineering drawings and translating them into actionable plans on site. Identifies discrepancies and proposes design adjustments when necessary.

- **Construction Materials and Specification Knowledge**
  Demonstrates thorough knowledge of construction materials, their properties, specifications, and appropriate applications based on project requirements and industry standards.

- **MEPFS Systems Expertise**
  Highly skilled in Mechanical, Electrical, Plumbing, Fire protection, and Sanitary (MEPFS) systems. Can evaluate and ensure proper integration and compliance with local codes and international standards.

- **Project and Resource Planning**
  Capable of creating detailed project schedules and resource plans. Efficiently allocates manpower, materials, and equipment based on project priorities and constraints.

- **Leadership and Team Collaboration**
  Leads multidisciplinary teams effectively, promotes collaboration, and fosters a positive work environment. Coaches junior engineers and staff to meet performance goals.

- **Problem Solving and Decision-Making**
  Exercises sound judgment in evaluating issues and selecting the best course of action based on data, risks, and strategic priorities.

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COMPETENCY REQUIREMENTS

Annex: O-18

Position: Administrative Assistant III (Mechanical Plant Operator III)

Technical/Functional:

- **Maintaining and operating the Centralized Medical Gases and Vacuum Supply plant System**
  Ability to maintain and operate the Medical Gas and Vacuum system effectively and efficiently.
- **Performing Preventive maintenance, repair and check-up of the equipment of Centralized Medical Gases and Vacuum Supply Plant**
  Ability to conduct appropriate, regular and timely inspection and preventive maintenance on the equipment of the Centralized Medical Gases and Vacuum Supply Plant.
- **Receiving Liquid Oxygen and Hauling Medical Gas Cylinder from the storeroom to the centralized Medical Gases and Vacuum Supply Plant**
  Ability to accurately receive; claim with adequate care and appropriate handling of liquid oxygen or medical gas cylinder.
- **Monitoring, Recording and Endorsing daily reports and status/reading of all the equipment of the Centralized Medical Gases and Vacuum Supply Plant**
  Ability to monitor, record and provide accurate and complete data on the endorsement log sheet and accomplished JORs.

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.
- **Leadership**
  Ability to motivate and inspire people to deliver results and make changes in terms of process, people and ways of doing things to overcome obstacles.
- **Planning**
  Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.
- **Organizational Effectiveness**
  Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner.
- **Controlling**
  Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives.

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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COMPETENCY REQUIREMENTS

Annex: O-2

Position: Administrative Aide IV (Mechanical Plant Operator I)/ Administrative Aide VI (Mechanical Plant Operator 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:

- **Maintaining and Operating the Centralized Medical Gases & Vacuum Supply Plant System**
  Ability to maintain & operate the Medical Gas & Vacuum System effectively and efficiently.
- **Performing preventive maintenance, repair & check up of the equipment of Centralized Medical Gases and Vacuum Supply Plant**
  Ability to conduct appropriate, regular & timely inspection & preventive maintenance on the equipment of the Centralized Medical Gases & Vacuum Supply Plant.
- **Receiving Liquid Oxygen & Hauling Medical Gas Cylinder from the storeroom to the Centralized Medical Gases & Vacuum Supply Plant**
  Ability to accurately receive , claim with adequate care & appropriate handling of Liquid Oxygen or Medical Gas Cylinder
- **Monitoring, Recording & Endorsing daily reports and status/reading of all the equipment of the Centralized Medical Gases & Vacuum Supply Plant**
  Ability to monitor, record and provide accurate and complete data on the endorsement log sheet and accomplished JORs.

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: O-30

Position: Medical Equipment Technician II (CMG-VS)

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.
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Technical/Functional:

- **Assessing Equipment and Medical Gas Systems**
  Ability to assess, operate, monitor, troubleshoot and perform routine checks and preventive maintenance of centralized medical gas systems and related equipment.
- **Interpreting Schematics and Technical Documents**
  Ability to read and interpret schematic diagrams, flowcharts and manuals related to medical gas systems.
- **Monitoring and Control of Medical Gas Supply**
  Ability to monitor pressure levels, ensure continuous supply and detect leaks or irregularities in medical gas pipelines and equipment.
- **Emergency Response**
  Ability to act promptly in addressing system malfunctions or supply interruptions to avoid risks to patient safety
- **Keeping Work Area, Tools and Systems Safe and Clean**
  Ability to maintain the cleanliness and orderliness of the medical gas plant, manifold rooms and associated tools and equipment.

Organizational:

- **Work Ethics**
  Ability to work with clients, patients and staff professionally and uphold high ethical standards in handling medical gases.
- **Decision Making**
  Ability to make sound judgments quickly in situations affecting the medical gas system and patient safety.
- **Inter-Personal Relationship**
  Ability to coordinate effectively with medical staff, superiors and fellow technicians to ensure reliable medical gas service.
- **Oral/Written Communication**
  Ability to communicate clearly incidents, reports and system status either verbally or in writing.
- **Self-Projection**
  Ability to project confidence and calmness during system emergencies or critical operations.
- **Time Management**
  Ability to prioritize tasks, conduct timely checks and ensure prompt reporting and documentation.

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COMPETENCY REQUIREMENTS

Annex: O-31

Position: Medical Equipment Technician I (CMG-VS)

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:

- **Basic Monitoring and Operation of Medical Gas Systems**
  Ability to assist in monitoring pressure levels, checking gauges and ensuring proper functioning of centralized medical gas equipment under supervision.
- **Routine Maintenance Assistance**
  Ability to support preventive maintenance activities ang help identify basic operational issues in medical gas systems.
- **Following Schematics and Instructions**
  Ability to follow technical diagrams and instructions for routine tasks related to medical gas systems.
- **Safety and Cleanliness of Work Area**
  Ability to help maintain the cleanliness and safety of medical gas plant, manifold rooms and tools.
- **Assisting in Emergency Situations**
  Ability to assists senior technicians in responding to system malfunctions or supply interruptions.

Organizational:

- **Work Ethics**
  Ability to work with clients, patients and staff professionally and uphold high ethical standards in handling medical gases.
- **Decision Making**
  Ability to make sound judgments quickly in situations affecting the medical gas system and patient safety.
- **Inter-Personal Relationship**
  Ability to coordinate effectively with medical staff, superiors and fellow technicians to ensure reliable medical gas service.
- **Oral/Written Communication**
  Ability to communicate clearly incidents, reports and system status either verbally or in writing.
- **Self-Projection**
  Ability to project confidence and calmness during system emergencies or critical operations.
- **Time Management**
  Ability to prioritize tasks, conduct timely checks and ensure prompt reporting and documentation.

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COMPETENCY REQUIREMENTS

Annex: O-31.1

Position: Medical Equipment Technician I (BIOMEDICAL)

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**
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Technical/Functional:

- **Sound System Operation and Support**
  Ability to operate public address (PA) or sound systems for hospital events and functions, including basic setup, connection and control of audio equipment.
- **Preventive Maintenance and Basic Repair Support**
  Ability to assist in the scheduled preventive maintenance and minor repair of biomedical equipment by performing cleaning, basic functional checks, tool preparation and part replacement under the guidance of senior personnel. Includes disassembly, reassembly and proper documentation of performed tasks.
- **Emergency Response Assistance**
  Ability to support senior staff during communication outages or failures by executing directed corrective actions and reporting real-time conditions to minimize operational disruptions.
- **Keeping Work Area, Tools and Systems Safe and Clean**
  Ability to maintain the orderliness and cleanliness of tools, equipment and surroundings/work area of the unit.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **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 an other engagements.

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COMPETENCY REQUIREMENTS

Annex: O-17

Position: Precision Instrument Technician 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**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
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- **Excellence**
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Technical/Functional:

- **Troubleshooting, Checking and Repairing**
  Ability to assess, check-up and troubleshoot the malfunctioning equipment and its part that caused the machine to be defective.
- **Performing Preventive Maintenance**
  Ability to perform the preventive maintenance of the biomedical equipment at the various units of the hospital as per hospital schedule of the PM Plan.
- **Receiving and Labeling**
  Ability to receive incoming Job Order Request and label the equipment (if any) for proper identification.
- **Performing 5-S and Answering Telephone Calls**
  Ability to clean the working area, tool keeping and answering telephone calls.
- **Installation and Operation of Sound Systems**
  Ability to install and operate the audio-visual system equipment when there is a request for every sound system during celebration.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **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: O-30.1
Position: Medical Equipment Technician II (PABX)

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.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **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/Fucntional:

- **Support in Corrective and Preventive Maintenance**
  Ability to assist in identifying faults in telephone and CCTV units, conduct basic maintenance and minor repairs and escalate issues for further action. Supports coordination with third-party service providers as instructed.
- **Assisting in Installation and Testing**
  Ability to assist in the installation and basic testing of telephone and CCTV systems under supervision. Ability to follow structured cabling layouts, simple circuit diagrams and instructions relevant to communication equipment.
- **Emergency Response Assistance**
  Ability to support senior staff during communication outages of failures by executing directed corrective actions and reporting real-time conditions to minimize operational disruptions.
- **Keeping Work Area, Tools and Systems Safe and Clean**
  Ability to maintain the orderliness and cleanliness of tools, equipment and surroundings/work area of the unit.

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COMPETENCY REQUIREMENTS

Annex: O-9.1

Position: Medical Equipment Technician III (PABX)

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.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **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/Fucntional:

- **Corrective and Preventive Maintenance Works**
  Ability to assess faulty communication units and recommend repair, replacement or condemnation. Coordinates with third-party providers if needed.
- **Installation and Testing**
  Ability to install telephone and CCTV systems and conduct testing and commissioning in accordance with technical standards. Ability to read and interpret structured cabling layouts, circuit diagrams and equipment manuals related to communication infrastructure.
- **Emergency Communications Restoration**
  Ability to respond rapidly to outages or critical communication system failures, perform immediate corrective actions and coordinate restoration measures to prevent disruption of hospital operations.
- **Computer Skills**
  Ability to operate standard personal computer and use available computer software, applications and technology.
- **Communication and Documentation**
  Ability to effectively communicate with the supervisor by clearly presenting issues, concerns and observations encountered during daily operations, and by recommending sound practical solutions. Ability to provide accurate oral and written feedback, document completed corrective and preventive maintenance activities and assists in records management and safekeeping.

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COMPETENCY REQUIREMENTS

Annex: O-7
Position: Electrician II

Core:	Technical/Fucntional:
• **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.	• **Work Ethics** Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements. • **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.
Organizational:	
• **Performing Repair and Maintenance Works** Ability to effectively and efficiently provide the proper and necessary preventive maintenance to all power generating and consuming equipment under the Electrical Section. • **Analyzing Paper Workmanship** Ability to analyze and accurately recommend the proper specifications and economical quantity of the materials needed for the necessary electrical works. • **Recording** Ability to record accurately and diligently all the materials used as per request and immediately submit the same to the immediate supervisor.	

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COMPETENCY REQUIREMENTS

Annex: O-4
Position: Carpenter II

Core:	Technical/Fucntional:
• **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.	• **Work Ethics** Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements. • **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.
Organizational:	
• Ability to conduct appropriate and timely repair/replacement of dilapidated/ defective building appurtenances using cost effective and prudent use of resources. • Ability to perform regular and systematic inspection and conduct reasonable preventive works through economic and practical methods. • Ability to record and provide accurate, complete and timely report/feedback, through oral and written methods.	

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COMPETENCY REQUIREMENTS

Annex: O-5
Position: Plumber 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:

- **Plumbing Works**
  Ability to perform repair and maintenance works on plumbing and drainage systems fixture; Ability to perform routine and timely preventive and corrective works.
- **Machinery Operation and Tools Utilization**
  Ability to safely use equipment involved in and implement plumbing works.
- **Understanding Blueprints/Plans/Schematics**
  Ability to read and interpret plumbing works and employ designs to execute his work efficiently.
- **Monitoring and Operation of Water System**
  Ability to conduct regular monitoring and operation of hospital water system to ensure reliable and normal 24/7 water provision.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **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: O-13
Position: Draftsman 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**
  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**
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Technical/Functional:

- **Computer Skills**
  Ability to operate standard personal computer and use available computer software, applications and technology.
- **Drafting**
  Ability to prepare and submit plan/s or schematic design/s using AutoCad with specifications compliant to the latest requirements and standards of infrastructure projects.
- **Infrastructure Planning, Implementation and Monitoring**
  Ability to conduct, coordinate and contribute knowledge and information related to infrastructure planning, implementation and monitoring aligned to current requirements and standards.
- **Records Management**
  Ability to maintain, manage and update as needed all infrastructure plans in hard copies and electronic files for each completed infrastructure project.
- **Flexibility**
  Ability to work efficiently with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and positive manner.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **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.
- **Interpersonal 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 to work, meetings and other engagements.
- **Data Privacy**
  Ability to keep confidential matters as well as ability to adhere to data privacy.

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Competency Requirements

Annex: NQ - 5
Position: Nurse V

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.

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**

Technical/Functional:

- Responsible for supporting and implementing the organization's comprehensive quality and patient safety programs. Ability to collaborate closely with various departments, clinical teams and stakeholders to proactively identify opportunities for improvement, rigorously analyze data and implement evidence-based practices to enhance patient outcomes, minimize risks and foster a culture of safety. With a strong clinical background, a demonstrated passion for quality improvement, exceptional analytical and communication skills and proven leadership experience.
- Ability to support the implementation and maintenance of the organization's quality and patient safety programs, ensuring alignment with regulatory requirements, accreditation standards and best practices.
- Ability to collect, analyze and interpret data related to patient safety, quality metrics and clinical outcomes.
- Ability to participate in the investigation and analysis of adverse events, near misses and sentinel events.
- Ability to develop and implement evidence-based protocols and guidelines to improve clinical practice.
- Ability to develop and deliver training programs on quality improvement, patient safety and risk management to clinical and non-clinical staff.
- Ability to communicate effectively with all levels of the organization, including senior leadership, regarding quality and patient safety issues.
- Ability to ensure compliance with all applicable regulatory requirements, accreditation standards and organizational policies.

Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.	• Provide coaching, mentoring and performance feedback to team members.

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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**
  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:

- **Office Administration and Management**
  Proficient in managing day-to-day office operations including scheduling, document control, and logistics. Ensures a well-organized, efficient, and supportive office environment.

- **Records and Correspondence Management**
  Accurately manages filing systems and maintains official documents. Prepares, processes, and tracks internal and external communications with precision and confidentiality.

- **Computer Literacy and Digital Tools Proficiency**
  Demonstrates proficiency in standard office software (MS Word, Excel, PowerPoint, Outlook), internet research, and digital collaboration tools. Capable of adapting to new systems and technology with ease.

Organizational:

- **Customer Focus and Service Orientation**
  Demonstrates a welcoming, respectful, and accommodating demeanor in all interactions. Responds promptly and effectively to internal and external clients with a positive and helpful attitude. Maintains a courteous and professional disposition even in high-pressure situations.

- **Interpersonal Skills and Professional Demeanor**
  Builds and maintains positive working relationships with colleagues, superiors, and stakeholders. Exhibits a friendly and approachable personality, creating a collaborative and harmonious work environment.

- **Integrity and Accountability**
  Maintains confidentiality of sensitive information, demonstrates honesty, and upholds ethical standards. Takes responsibility for assigned tasks and delivers outputs with reliability and transparency.

- **Coordination and Planning**
  Anticipates administrative needs and proactively supports the team to ensure smooth workflow and efficient operations.

- **Communication and Documentation**
  Exhibits strong written and verbal communication skills. Prepares clear, concise, and well-structured reports, memos, and other office documents.

- **Adaptability and Initiative**
  Shows flexibility in handling multiple tasks and shifting priorities. Demonstrates initiative in identifying administrative improvements and implementing practical solutions.

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Competency Requirements

Annex: I.A-1
Position: Administrative Officer 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**
  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.

Organizational:

- **Time management**
  Ability to efficiently manage time to complete audit tasks, attend meetings, and meet other commitments on time.
- **Business Ethics**
  Ability to interact with clients, business partners, and other stakeholders professionally and ethically, consistently upholding high ethical standards as mandated by the Code of Conduct for Public Officials and Employees and Internal Auditing Standards.
- **Self-projection**
  Ability to project positive and professional image through appropriate personal grooming and dressing.
- **Interpersonal Relationship**
  Ability to deal and maintain positive working relationships with superiors and colleagues, demonstrating courtesy, fairness, and capacity to inspire collaborative effort towards achieving organizational goal.
- **Stress management**
  Ability to remain calm and composed under pressure, ensuring prompt and efficient delivery of service even in challenging circumstances.

Technical/Functional:

- Ability in conducting audit engagement works, adhering to internal control principles and conforming to approved evaluation and survey plans, internal auditing programs and accepted internal auditing standards.
- Ability in formulating accurate engagement work papers to support audit findings and recommendations.
- Ability in preparing accurate audit findings and observations and audit recommendations for corrective actions and improve efficiency operations.
- Ability in conducting comprehensive surprise cash counts and applying various techniques to reconcile all forms of collections, including official receipts, machine generated transactions, and cheques and preparing insightful cash count analysis reports.
- Ability in preparing comprehensive cash accountability reports, verifying statements of collections and remittances against accounting records.
- Ability in conducting inspection of delivered goods in an orderly manner following the rules as per COA Manual on Property Inspection and the existing hospital policies and procedures.
- Ability in preparing accurate inspection report to support the release of payment to the supplier concerned.
- Adequately equipped with knowledge in application of official electronic and digital platforms, advanced computer skills to efficiently manage the existing eUP applications (DRS, BULSA, PUSO, PGH Portal, etc.)
- Proficient in performing diverse administrative functions, encompassing personnel and records management, property and supply management, public relations and information and communications management, and the

	preparation of various official and specialized documents. • Proficient in administering and/or assisting the head of unit in the disciplinary action process for audit staff.

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Competency Requirements

Annex: PMO-1
Position: Administrative Officer 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**
  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**
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Technical/Functional:

- **Procurement Planning and Consolidation**
  Capable of preparing, reviewing, and consolidating Project Procurement Management Plans (PPMPs) into a unified Annual Procurement Plan (APP) in compliance with GPPB templates and timelines.
- **Procurement Analytics and Monitoring**
  Proficient in tracking procurement performance indicators (e.g., PR aging, APP vs actual procurement accomplishment), using Excel or data visualization tools to support decision-making.
- **Knowledge of RA 12009 and Relevant Guidelines**
  Deep understanding of the procurement process flow, thresholds, and modalities (e.g., public bidding, alternative methods), with the ability to interpret and apply technical provisions to actual cases.
- **Risk Identification and Mitigation**
  Identifies procurement bottlenecks and compliance risks in the planning stage and

Organizational:

- **Procurement Compliance and Governance Awareness**
  Demonstrates strong knowledge of and adherence to procurement laws, rules, and institutional guidelines, including familiarity with DBM, COA, and GPPB issuances.
- **Strategic Planning Alignment**
  Integrates procurement planning with institutional strategic objectives and budget availability to ensure full alignment with PPMPs and APP.
- **Records and Data Management**
  Maintains secure and efficient digital and physical filing systems for procurement documents, in compliance with audit requirements and ISO standards (if applicable).
- **Collaboration and Stakeholder Engagement**
  Coordinates seamlessly with BAC Secretariat, End-User Units, Finance, and Supply Sections to consolidate procurement plans and monitor procurement activities.
- **Organizational Awareness**
  Understands the internal structure, procurement flow, and authority lines of the PMO and PGH to improve workflow and mitigate risks of duplication or non-compliance.
  Integrity and Ethical Standards
  Upholds transparency and accountability in all procurement-related transactions, ensuring compliance with RA 12009 (New Government Procurement Act) and its IRR.
- **Results Orientation**
  Delivers timely and accurate outputs aligned with procurement timelines and Annual Procurement Plans (APPs), ensuring minimal delays in program implementation.

recommends corrective measures to avoid audit findings or procurement delays. • **Use of Procurement Management Systems** Proficient in the use of electronic procurement platforms such as PhilGEPS, APP-CSE, and internal tracking systems, ensuring timely encoding, updating, and reporting of procurement status.	• **Critical Thinking and Problem Solving** Applies analytical reasoning to resolve procurement-related challenges, including inconsistencies in procurement requests, timelines, or supplier capacity. • **Professionalism** Maintains composure and high ethical standards when dealing with internal and external procurement stakeholders. • **Communication Proficiency** Clearly conveys procurement requirements, policies, and deadlines to requesting units and BAC members through reports, briefs, and correspondence.

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Competency Requirements

Annex RT-2

Position: Radiologic Technologist 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:

- **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.

Organizational:

- **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.

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Competency Requirements

Annex: SWA
Position: Social Welfare Assistant

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.

Organizational:

- **Interpersonal Relationship**
  Ability to deal with clients and superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Stewardship Resources**
  Responsible in efficient use of time, supplies, equipment and organization information to support the unit's programs and services.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/Functional:

- **Program Support**
  Ability to help clients and other stakeholders navigate the hospital, provide information and orientation regarding hospital and unit's services.
- **Records and Documents Management**
  Ability to manage and organize office records, incoming and outgoing communications for safekeeping and easy reference.
- **Building Coordinated Working Relationship**
  Ability to liaise and collaborate with other units, services and stakeholders to achieve unit goals.
- **Information and Report Generation**
  Ability to prepare and collate required reports, route circulars and memoranda upon instructions.
- **Resource Management and Oversight**
  Ability to record, monitor and report availability of office supplies, forms and other needs of social workers.

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Competency Requirements

Annex: MO-4
Position: Medical 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**
  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**
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Technical/Functional:

- **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.

Organizational:

- **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.

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Competency Requirements

Annex: MS
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**
  The motivation to relieve the suffering of others.
- **Excellence**
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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.