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	Social Welfare Officer I	UPSB-SOCWO1-13-2020	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex MS-1	Philippine General Hospital
2	Social Welfare Officer I	UPSB-SOCWO1-44-2018	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex MS-1	Philippine General Hospital
3	Social Welfare Officer I	UPSB-SOCWO1-8-2020	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex MS-1	Philippine General Hospital
4	Social Welfare Officer I	UPSB-SOCWO1-227-2025	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex MS-1	Philippine General Hospital

5	Social Welfare Officer I	UPSB-SOCWO1-228-2025	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex MS-1	Philippine General Hospital
6	Social Welfare Officer I	UPSB-SOCWO1-229-2025	11	30024	Bachelor's degree in Social Work	None required	None required	RA 1080 (Social Worker)	Pls. see attached Annex MS-1	Philippine General Hospital
7	Pharmacist I	UPSB-PH1-60-2018	11	30024	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-1	Philippine General Hospital
8	Pharmacist I	UPSB-PH1-218-2025	11	30024	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-1	Philippine General Hospital
9	Pharmacist I	UPSB-PH1-219-2025	11	30024	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-1	Philippine General Hospital
10	Pharmacist II	UPSB-PH2-38-2018	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital
11	Pharmacist II	UPSB-PH2-75-2020	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital
12	Pharmacist II	UPSB-PH2-160-2010	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital
13	Pharmacist II	UPSB-PH2-162-2010	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital
14	Pharmacist II	UPSB-PH2-179-2010	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital
15	Pharmacist II	UPSB-PH2-72-2020	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital

16	Pharmacist III	UPSB-PH3-92-2025	18	51304	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex PH-3	Philippine General Hospital
17	Pharmacist III	UPSB-PH3-93-2025	18	51304	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex PH-3	Philippine General Hospital
18	Pharmacist III	UPSB-PH3-192-2010	18	51304	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex PH-3	Philippine General Hospital
19	Pharmacist III	UPSB-PH3-88-2020	18	51304	Bachelor's degree in Pharmacy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex PH-3	Philippine General Hospital
20	Pharmacist V	UPSB-PH5-198-2010	22	78162	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex PH-5	Philippine General Hospital
21	Pharmacist V	UPSB-PH5-199-2010	22	78162	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex PH-5	Philippine General Hospital
22	Pharmacist V	UPSB-PH5-197-2010	22	78162	Bachelor's degree in Pharmacy	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex PH-5	Philippine General Hospital
23	Nutritionist-Dietitian II	UPSB-ND2-30-1998	15	40208	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex ND-2	Philippine General Hospital
24	Nutritionist-Dietitian III	UPSB-ND3-272-2018	18	51304	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex ND-3	Philippine General Hospital

25	Nutritionist-Dietitian V	UPSB-ND5-5-1998	22	78162	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	16 hours of relevant training	3 years of relevant experience	RA 1080	Pls. see attached Annex ND-5	Philippine General Hospital
26	Cook II	UPSB-COK2-280-2025	5	17866	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex D-8	Philippine General Hospital
27	Cook II	UPSB-COK2-281-2025	5	17866	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex D-8	Philippine General Hospital
28	Cook II	UPSB-COK2-282-2025	5	17866	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex D-8	Philippine General Hospital
29	Cook II	UPSB-COK2-283-2025	5	17866	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex D-8	Philippine General Hospital
30	Cook II	UPSB-COK2-284-2025	5	17866	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex D-8	Philippine General Hospital

31	Dental Aide	UPSB-DTA-285-2025	4	16833	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016)	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex DA	Philippine General Hospital
32	Dental Aide	UPSB-DTA-286-2025	4	16833	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016)	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex DA	Philippine General Hospital
33	Medical Technologist I	UPSB-MDTK1-215-2025	11	30024	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	Pls. see attached Annex MTD-1	Philippine General Hospital
34	Artificial Limb and Brace Maker III	UPSB-ALBM3-5-2018	9	23226	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex AL-3	Philippine General Hospital
35	Artificial Limb and Brace Maker III	UPSB-ALBM3-3-2018	9	23226	Elementary School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex AL-3	Philippine General Hospital

36	Health Physicist III	UPSB-HPHY3-156-2018	22	78162	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex HP-3	Philippine General Hospital
37	Medical Technologist II	UPSB-MDTK2-153-1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MT-2	Philippine General Hospital
38	Medical Technologist II	UPSB-MDTK2-165-1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MT-2	Philippine General Hospital
39	Medical Technologist II	UPSB-MDTK2-164-1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex MT-2	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
UP - PHILIPPINE GENERAL HOSPITAL
2nd floor, Administration Building, UP-PGH, Taft Avenue, Manila 1000
Tel. (+632) 85548400 local 2053 | Email: hrddrps.uppgh@up.edu.ph

COMPETENCY REQUIREMENTS

Annex: MS-1
Position: Social Welfare 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:

- **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:

- **Policy Interpretation and Implementation**
  Ability to assess, evaluate and classify patient's socioeconomic condition accurately. Ability to facilitate referrals for cases needing material assistance, with complete documents and special diagnostic procedures done outside the hospital.
- **Performance Management**
  Ability to actively participate in different interdepartmental meetings and activities.
- **Records Management and Research Skills**
  Ability to document all relevant data and the process of social case management accurately.

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COMPETENCY REQUIREMENTS

Annex: PH-1
Position: Pharmacist I

Core:	Technical/Functional:
• **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.	• **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. • **Communication** Ability to clearly convey and receive messages to meet the needs of all. • **Flexibility** Ability to work effectively 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 a positive manner. • **Stress Management** Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace. • **Dispensing of Drugs and other Medical Supplies** Ability to provide the right drugs and medical supplies to the right patients. • **Validation and Processing of Patient's Requests** Ability to validate and process patient's requests accurately.
Organizational:	
• **Attention to Detail** Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner. • **Records Management** Ability to apply and adapt records management standards related to the cycle of records in an agency/institution which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the agency/institution operations.	

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COMPETENCY REQUIREMENTS

Annex: PH-2
Position: Pharmacist 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.

Organizational:

Attention to Detail
Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.

Records Management
Ability to apply and adapt records management standards related to the cycle of records in an agency/institution which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the agency/institution operations.

Exemplifying Integrity
Ability to uphold the highest standards of integrity and honesty by committing to a fiducial relationship with patients, always working in their best interest.

Delivering Service Excellence
Ability to provide prompt and quality service in response to the needs of the organization and co-workers.

Professionalism
Ability to identify and implement strategies for personal improvement through continuing professional development.

Interpersonal Skills
Ability to effectively communicate and interact with colleagues, customers and clients, and work well in a team to achieve results.

Leadership/Managerial:

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.

Technical/Functional:

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.

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

Flexibility
Ability to work effectively 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 a positive manner.

Stress Management
Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.

Dispensing of Drugs and other Medical Supplies
Ability to provide the right drugs and medical supplies to the right patients.

Validation and Processing of Patient's Requests
Ability to validate and process patient's requests accurately.

Monitor and Evaluate Medication Management
Ability to undertake chart review, document changes in medication management and delivery of drugs.

Case Counseling
Ability to help facilitate for client's decision-making for his/her betterment.

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COMPETENCY REQUIREMENTS

Annex: PH-3
Position: Pharmacist 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.

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/Managerial:

- **Thinking Strategically and Creatively**
  Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connections 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/Managerial:

- **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.

Technical/Functional:

- **Risk Assessment and Management**
  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.
- **Communication**
  Ability to clearly convey and receive messages to meet the needs of all.
- **Partnering with other Government Agencies**
  Ability to develop networks and build alliances with other government agencies and utilize relationships to gain support for the accomplishment of goals.
- **Flexibility**
  Ability to work effectively 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 a positive manner.
- **Stress Management**
  Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.
- **Data Management**
  Ability to analyze statistics and other data by interpreting and evaluating the results to be able to formulate a report and/or presentation as reference for decision making.
- **Monitoring Inventory Level of Stocks**
  Ability to gather and evaluate information whether or not to order stocks.
- **Dispensing of Drugs and other Medical Supplies**
  Ability to provide the right drugs and medical supplies to the right patients.

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COMPETENCY REQUIREMENTS

Annex: PH-5
Position: Pharmacist 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, it is doing the right thing at all times and in all circumstances

Compassion
The motivation to relieve the suffering of others

Excellence
When we demand more from ourselves than our clients do.

Organizational:

Attention to Detail
Ability to report accurate information and spot errors in documents and other forms of written communication in a timely manner.

Records Management
Ability to apply and adapt records management standards related to the cycle of records in an agency/institution which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the agency/institution operations.

Leadership/Managerial:

Leadership
Ability to align strategic objectives for the pharmacy service with organizational objectives.

Organizational Flexibility and Responsiveness
Ability to describe the way in which roles within the organizational structure have been changed to accommodate changes in service provision.

Leading Change
Ability to generate genuine enthusiasm and momentum for organization change. It involves engaging and enabling groups to understand, accept and commit to change agenda. It also includes advancing and sustaining change.

Building Collaborative, Inclusive Working Relationships
Ability to build and maintain a network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.

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.

Resolving Problems
Ability to document the identified problem(s), causative factor(s) and options for resolving the problems in a timely manner.

Technical/Functional:

Practice Pharmacy Standards
Ability to describe the fundamental obligations of pharmacists to behave and practice in a manner that upholds the reputation and standing of the profession.

Quality Service in Accordance with Professional Standards and Statutory Requirements
Ability to develop policies and procedures for pharmacy services/activities that are consistent with professional standards and statutory requirements.

Risk Assessment and Management
Ability to identify, analyze, evaluate and deal with risk 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.

Partnering with other Government Agencies
Ability to develop networks and build alliances with other government agencies and utilize relationships to gain support for the accomplishment of goals.

Stress Management
Ability to apply techniques to cope with or lessen the physical and emotional effects of everyday life pressure in the workplace.

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

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

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COMPETENCY REQUIREMENTS

Annex: ND-2
Position: Nutritionist-Dietitian 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:

- Providing quality and timely nutritional care to all in-patients. *(Charity (Surgery) Dietitian)*
- Conducting accurate diet instruction and nutrition/education lectures to patients and watchers. *(Charity (Surgery) Dietitian)*
- Conducting training programs to students, personnel, medical and paramedical staff.
- Relieving duties as needed.
- Directing and supervising meal service and plating of regular diet. *(Late Meal Service and Equipment Control)*
- Ability to prepare/consolidate reports and other job related request/s.
- In-charge of equipment control. *(Late Meal Service and Equipment Control)*
- Preparing and submitting reports.*(Late Meal Service and Equipment Control).*
- Updating job description. *(Late Meal Service and Equipment Control).*
- Checking/Supervising preparation of table appointments and venue of all catering services/special functions of the hospital. *(Late Meal Service and Equipment Control).*
- Receiving and inspecting foodstuffs/deliveries. *(Food Procurement and Cost Accounting).*
- Recording foodstuff (contract and negotiated) deliveries and petty cash purchases. *(Food Procurement and Cost Accounting)*
- Certifying the accuracy of Disbursement Vouchers. *(Food Procurement and Cost Accounting)*
- Orienting, supervising and evaluating subordinate personnel. *(Food Procurement and Cost Accounting)*
- Requesting, issuing and checking inventory of housekeeping supplies. *(Food Production and Personnel Management, Meal Planning and Storeroom Control)*
- Checking and Supervising Storage and inventory of foodstuffs. *(Food Production and Personnel Management, Meal Planning and Storeroom Control)*
- Testing/Standardizing recipes and portion servings. *(Food Production and Personnel Management, Meal Planning and Storeroom Control)*

Organizational:

- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non- verbal.
- **Interpersonal Relationship.**
  Ability to deal with superiors courteously and with fellow employees fairly, and inspire people to achieve department's goals.
- **Time Management**
  Comes on time during official functions, engagement and meetings.
- **Business Ethics**
  Ability to deal with clients, business partners and other parties in a professional manner and conforming to high ethical standards.
- **Self Projection**
  Ability to project a confident and pleasant outlook in all undertakings.
- **Decision- Making**
  Ability to provide objective decisions to problems affecting work. Exercise sound judgment. Thinks positively.

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COMPETENCY REQUIREMENTS

Annex: ND-3
Position: Nutritionist-Dietitian 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::

- Provision of quality and timely nutritional care to all in-patients.
- Conducts accurate diet instructions and nutrition education/lectures to patients and watchers.
- Conducts training programs to students, personnel, medical and paramedical staff.
- Relieve duties of charity and pay food service dietitian as needed.
- Planning menus and ordering food for hospital patients, employees, trainees. *(Meal Planning and Storeroom Control/food Production & Personnel Management).*
- **Performs the following :**
  - Coordinate with the Food Procurement Dietitian and other heads of the unit regarding cost control and with the Food Production Dietitian in recipe standardization testing.
  - Supervising and maintaining sanitation and safety of dry storeroom area as well as other areas of the unit.
  - Assisting the Supervising dietitian in the planning, reviewing, and implementing of policies and procedures in the Food Service Administration Division. *(Meal Planning and Storeroom Control/food Production & Personnel Management).*
- Preparing and submitting of reports. *(Meal Planning and Storeroom Control/food Production & Personnel Management).*
- Checking of daily storeroom requisitions, issuances and inventories. *(Meal Planning and Storeroom Control/food Production & Personnel Management).*
- Updating of job descriptions of subordinate personnel. *(Meal Planning and Storeroom Control/food Production & Personnel Management).*
- Orienting, training, supervising, evaluating nutrition affiliates and dietetic residents. *(Meal Planning and Storeroom Control/food Production & Personnel Management).*

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 make decisions using a structured approach after seeking both facts and opinions and ensure that decisions are pursued/implemented.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Communication Skills**
  Ability to send clear, complete, accurate and understood information and messages and listen carefully to others.
- **Leadership**
  Ability to motivate and inspire people to deliver results and make changes in terms of process, people, 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.

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COMPETENCY REQUIREMENTS

Annex: ND-5
Position: Nutritionist-Dietitian 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.

TECHNICAL:

- Planning, implementing, evaluating, and supervising the nutritional care of patients in the charity and pay wards.
- Supervising and coordinating food service in the charity and pay wards.
- Planning, directing, coordinating and supervising the training and educational activities in the division.
- Providing relevant training activities and opportunities to and supervising all Nutritionist-Dietitians in the division.
- Ability to accurately and objectively evaluate, review and approve the performance of assigned dietitians and other dietary employees assigned.
- Providing timely and accurate nutritional care/counseling to patients and other referrals.
- Conducting lecture, seminars and trainings. Ability to act as resource person in seminars, lectures, trainings and other activities in and out of the hospital as need arises.
- Conducting special projects and research activities in collaboration with other units.
- Preparing comprehensive and accurate reports, communications and budget proposals needed in the division.

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: D-8
Position: Cook II

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.

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:

- Ability to assemble materials.
- Ability to prepare food items.
- Ability to cook food items.
- Ability to distribute cooked foods.
- Ability to label food items.
- Ability to store pre-cooked items and left over in the proper storage area.
- Ability to maintain cleanliness, sanitation and safety of the assigned area.
- Ability to attend meetings, seminars, trainings and conferences of the department.
- Ability to perform other work related functions.

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COMPETENCY REQUIREMENTS

Annex: DA
Position: Dental Aide

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, it is doing the right thing at all times and in all circumstances.
- ***Compassion***
  The motivation to relieve the suffering of others.
- ***Excellence***
  When we demand more from ourselves than our clients do.

Organizational:

- **Inter-Personal Relationship**
  Ability to deal with superiors courteously, and with colleagues and other employees fairly and inspire people to achieve department goals.
- **Self-Projection**
  Ability to project a positive and pleasant outlook through personal grooming and dressing.
- **Time Management**
  Ability to come on time during official work and other relevant official activities.
- **Organizational Effectiveness**
  Ability to achieve outcomes the department intends to produce.

Technical/Functional:

- **Determining Patient's Needs**
  Identify completely ahead of time the equipment and materials which will be needed for quality treatment of patients.
- **Clerical and Administrative Task**
  Perform a variety of clerical and administrative tasks (sorting, collating, filling, retrieving, issuing and maintaining of records and files for easy reference).
- **Computer Literacy and Digital Tools Proficiency**
  Demonstrates proficiency in standard office software like MS Office and the Internet, and is capable of adapting to new systems and technology with ease.
- **Procurement of supplies and Equipment**
  Processes request forms correctly and obtains the necessary materials.

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COMPETENCY REQUIREMENTS

Annex: MTD-1
Position: Medical Technologist 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.

Technical/Functional:

- Performs quality laboratory procedures ***particularly tissue processing*** (routine & special) done by the section and phlebotomy at night (as need arises)
- Performs quality control mainly in the safekeeping and proper utilization of chemicals, reagents, supplies and instruments.
- Verifies, records and releases quality laboratory results performed by the section.
- Trains and conducts lecture to rotating postgraduate medical technologist, special trainees and public health students of the department.

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: AL-3
Position: Artificial Limb and Brace Maker 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.

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 fabricate prosthetics and orthotics within the acceptance standards.
- Ability to deliver prosthetics and orthotics within the prescribed time.
- Ability to keep inventory of equipment and supplies for prosthetic and orthotic fabrication.
- Ability to assist in the procurement of necessary equipment and supplies for prosthetic and orthotic fabrication.
- Ability to assist in the facilitation of preventive maintenance for equipment.
- Ability to assist in the submission of defective or damaged tools and equipment to the Administrative Officer.

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COMPETENCY REQUIREMENTS

Annex: HP-3
Position: Health Physicist 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.

Organizational:

Supervising
Ability to oversees the execution of radiation therapy procedures and ensure compliance with established safety protocols, clinical standards, and institutional priorities.

Planning and Organizing
Ability to design, implement, and monitor radiation safety programs, clinical dosimetry, and quality assurance programs aligned with regulatory requirements and operational goals. Coordinates with radiation oncologists, radiotherapy technologists, and regulatory bodies.

Decision Making
Ability to make timely, evidence-based decisions related to treatment planning, equipment performance, QA failures, and radiation incidents, prioritizing staff and patient safety and clinical outcomes.

Integrity and Professional Accountability
Ability to uphold transparency, ethical conduct, and accountability in clinical practice, documentation, and regulatory compliance, especially in high-risk and high-stakes situations.

Communication and Interpersonal Skills
Ability to communicate clearly and effectively with the management, supervisors, colleagues and multidisciplinary teams. Able to explain complex technical issues to clinicians, regulatory staff, andjunior personnel. She/He has a good oral and written communication skills.

Teaching and Mentoring
Ability to provide training, supervision, and mentorship in medical physics principles and practical applications to interns, residents, and allied health professionals.

Initiative and Accountability
Ability to proactively identify and resolve clinical or technical operational issues and to take responsibility for the quality and safety of actions outcomes, especially in high-risk situations.

Technical/Functional:

Clinical Dosimetry
Ability to compute, verify, and approve accurate dose calculations for external beam radiotherapy (e.g. EBRT and IORT) and brachytherapy, Using both treatment planning system (TPS) and manual calculation methods.

Quality Assurance
Ability to design, perform, and interpret results of QA tests on LINACs, IORT, TPS, OIS, and brachytherapy systems as per national and international standards.

Radiation Protection
Ability to enforce radiation protection policies as the Radiation Protection Officer (RPO) or in coordination with the RPO, ensuring full compliance with PNRI and DOH regulations.

Regulatory Compliance and Reporting
Ensure facility has an updated license from PNRI and DOH-FDA, a government statutory agencies. Ability to maintain regulatory compliance by preparing reports, fulfilling documentation requirements related to licensing, safety, and incident reporting.

Technology Integration and Commissioning
Ability to lead or participate in the commissioning of radiotherapy equipment and associated software, including TPS modeling, and integration of novel techniques (e.g., SBRT, IORT, SRS, VMAT, TBI) with minimal supervision.

Emergency Response and Safety Culture
Ability to establish, implement protocols, and lead emergency responses for equipment failure, treatment interruptions, or radiation incidents, fostering a proactive safety culture among the staff within the department.

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COMPETENCY REQUIREMENTS

Annex: M.T-2
Position: Medical 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:

- Performs quality laboratory procedures (routine & special) done by the section and phlebotomy at night (as need arises)
- Performs quality control mainly in the safekeeping and proper utilization of chemicals, reagents, supplies and instruments.
- Verifies, records and releases quality laboratory results performed by the section.
- Trains and conducts lecture to rotating postgraduate medical technologist, special trainees and public health students of the department.

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.