CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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: 22-Aug-25

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	*Competency / Area of Specialization/ Residency Requirement* (if applicable)	
1	Administrative Aide IV (Clerk II)	UPSB-ADA4-2981-2004	4	16833	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 (Sub-professional) / First Level Eligibility	Pls. see attached Annex L	Philippine General Hospital

2	Administrative Assistant II (Data Entry Machine Operator II)	UPSB-ADAS2-2439-2004	8	21448	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / Data Encoder / First Level Eligibility	Pls. see attached Annex IT	Philippine General Hospital

3	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	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-31	Philippine General Hospital
4	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	Medical Equipment Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-31.1	Philippine General Hospital
5	Engineer II	UPSB-ENG2-27-1998	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-26.1	Philippine General Hospital

6	Welder Foreman	UPSB-WELDF-2-1998	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	Welder (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex WF	Philippine General Hospital
7	Nurse III	UPSB-NURS3-101-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
8	Nurse III	UPSB-NURS3-107-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
9	Nurse III	UPSB-NURS3-108-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
10	Nurse III	UPSB-NURS3-109-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
11	Nurse III	UPSB-NURS3-110-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
12	Nurse III	UPSB-NURS3-111-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
13	Nurse III	UPSB-NURS3-112-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital

14	Nurse III	UPSB-NURS3-113-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
15	Nurse III	UPSB-NURS3-114-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
16	Nurse III	UPSB-NURS3-115-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
17	Nurse III	UPSB-NURS3-116-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
18	Nurse III	UPSB-NURS3-117-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
19	Nurse III	UPSB-NURS3-118-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
20	Nurse III	UPSB-NURS3-119-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
21	Nurse III	UPSB-NURS3-120-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
22	Nurse III	UPSB-NURS3-121-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
23	Nurse III	UPSB-NURS3-122-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
24	Nurse III	UPSB-NURS3-123-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital

25	Nurse III	UPSB-NURS3-124-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
26	Nurse III	UPSB-NURS3-125-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
27	Nurse III	UPSB-NURS3-126-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-3	Philippine General Hospital
28	Medical Technologist I	UPSB-MDTK1-208-2025	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 MT-1	Philippine General Hospital
29	Medical Technologist I	UPSB-MDTK1-209-2025	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 MT-1	Philippine General Hospital
30	Medical Technologist I	UPSB-MDTK1-213-2025	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 MT-1	Philippine General Hospital

31	Medical Technologist I	UPSB-MDTK1-214-2025	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 MT-1	Philippine General Hospital
32	Administrative Officer I	UPSB-ADOF1-234-2025	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex HU	Philippine General Hospital
33	Ward Assistant	UPSB-WARDA-272-2025	7	20110	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 (Sub-professional) / First Level Eligibility	Pls. see attached Annex WA	Philippine General Hospital
34	Ward Assistant	UPSB-WARDA-273-2025	7	20110	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 (Sub-professional) / First Level Eligibility	Pls. see attached Annex WA	Philippine General Hospital

35	Ward Assistant	UPSB-WARDA-274-2025	7	20110	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 (Sub-professional) / First Level Eligibility	Pls. see attached Annex WA	Philippine General Hospital
36	Ward Assistant	UPSB-WARDA-275-2025	7	20110	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 (Sub-professional) / First Level Eligibility	Pls. see attached Annex WA	Philippine General Hospital
37	Nursing Attendant II	UPSB-NATT2-276-2025	6	18957	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex NA-2	Philippine General Hospital
38	Nursing Attendant II	UPSB-NATT2-277-2025	6	18957	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex NA-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 September 01, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;

2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HUMAN RESOURCE DEVELOPMENT DIVISION
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COMPETENCY REQUIREMENTS

Annex: L

Position: Administrative Aide IV (Clerk 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:

- Ability to perform a variety of clerical and administrative tasks *(sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference).*
- Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications, results and requests.
- Ability to properly operate and utilize computer devices and other office equipment *(personal computer, printer, photocopying machine, fax machine, etc.)* in preparing requests, communication or other assigned tasks.
- Ability to store, issue, retrieve and maintain request, result and specimen (Tissue blocks and Slides).
- Ability to follow up pertinent papers, correspondence, and charges slips and endorsement etc. and attends to inquiries or refers telephone calls and clients.
- Ability to prepare/consolidate reports and other job related request/s.
- Ability to receiving, log and track pathology specimen.
- Maintain accurate filing system for blocks, slides and reports

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: IT

Position: Administrative Assistant II (Data Entry Machine 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**
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Technical/Functional:

- **Technical Skills**
  Ability to provide technical support to end-users in the maintenance of networked computers, switches and other Information Technology equipment.
- **Analytical Skills**
  Analyzing data, identifying problems and developing solutions.
- **Project Management Skills**
  Overseeing projects from planning to completion.
- **Adaptability**
  Adjust to changing priorities and new technologies.
- **Business Analysis Skills**
  Understanding business needs and translating them into systems requirements.
- **Communications**
  Effectively communicating technical information to both technical and non-technical audience.
- **Performing Other Tasks**
  Ability to perform other tasks as may be assigned by the Chief.

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**
  Physically fit to perform assigned task and ability to project a positive and pleasant outlook through personal grooming and dressing.
- **Time Management**
  Ability to come on time during official functions, to work during weekends and holidays and shifting schedule.

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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**
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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**
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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-26.1
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**
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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.
- **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.
- **Supervisory Skills**
  Ability to efficiently plan, supervise, direct, coordinate and monitor the performance of the Electrical Section to guarantee work execution aligned with the latest and sound engineering principles, regulations and standards.
- **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.
- **Project Management Skills**
  Ability to prepare, review, estimate and monitor project relating to Electrical Section.
- **Assets/Inventory Management**
  Ability to plan, conduct real time tracking, record maintenance and service histories of electrical equipment.

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COMPETENCY REQUIREMENTS

Annex: WF
Position: Welder Foreman

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty.
- **Integrity**
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Technical/Functional:

- **Welding Works**
  Ability to perform repair and maintenance works that require assembling, connecting or fixing metals using a variety of techniques and processes.
- **Machinery Operation and Tools Utilization**
  Ability to safely use equipment and implements involved in welding works.
- **Understanding Blueprints /Plans / Schematics**
  Ability to read and interpret welding works and employ designs and employ this to execute his work efficiently.
- **Computer Skills**
  Ability to operate standard personal computer and use available computer software, applications and technology.

Technical/Functional:

- **Safety Management**
  Ability to ensure consistent compliance to safety regulations; ability to ensure a safe work environment.
- **Resource Management**
  Ability to maintain equipment and tools, manage and utilize welding materials and supplies and coordinate their timely procurement.
- **Documentation**
  Ability to maintain records of work accomplishment and documented information on inventory and utilization of materials/supplies, equipment and tools.

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.
- **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.

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COMPETENCY REQUIREMENTS

Annex: N-3
Position: Nurse III (Clinical Areas)

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.
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Technical/Functional:

- **Nursing Care**
  Supervises implementation of nursing care plans based on extensive clinical background and specialized skills while ensuring quality, accuracy, and timeliness.
- **Clinical Skills**
  Demonstrates and supervises basic, complex and specialized nursing procedures and ensures staff competency.
- **Patient Safety**
  Leads implementation of patient safety protocols within the shift ; monitors unit compliance, reviews incident reports, initiates immediate corrective actions, and ensures safe handovers.
- **Health Education**
  Plans, implements, and evaluates unit-based patient and family education programs in accordance with best practices and institutional standards.

Technical/Functional:

ensures critical patient data is recorded and escalated appropriately during the shift.

- **Interdisciplinary Collaboration**
  Leads collaborative care within the shift and actively engages with nursing committees and professional organizations to support integrated, patient-centered care, while mentoring nursing personnel in interdisciplinary collaboration.
- **Digital Literacy**
  Supervises the use of electronic systems and digital tools for accurate documentation, analysis, and communication in the unit; provides guidance and mentorship to all nursing personnel.
- **Resource Management**
  Demonstrates accountability in the allocation and utilization of resources to support the delivery of safe, cost-effective, and patient-centered care.
- **Research, Innovations, Evidence-based Practice, and Continuous Quality Improvement**
  Leads and facilitates unit-level research and quality improvement initiatives by identifying practice issues, applying evidence-based interventions, guiding staff in data collection and monitoring outcomes to enhance patient safety and care quality.
- **Education and Training**
  Acts as preceptor to subordinates, students, or other members of the team; identify learning and training needs of the nursing personnel; facilitates unit-based training and clinical nursing updates.
- **Leadership and Governance**
  Ensures adherence to nursing policies, legal, and ethical standards of practice, and assists in the development of initiatives for positive practice environment.
- **Nursing Documentation**
  Reviews and validates staff documentation for accuracy, completeness, and timeliness;

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COMPETENCY REQUIREMENTS

Annex: MT-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:

- Responsible for the extraction of blood samples from donors, in-patients, out-patients located in pay, charity wards including emergency department and blood donor center.
- Prepares, monitors and ensures equipment and supplies necessary for phlebotomy.
- Checks, screens, print barcode and label specimens for all laboratory procedures.
- Receive physical requests and /or print digitalized request from Radish, HCLAB and other hospital informatic system.
- Pre-centrifuge samples for proper validation prior to transport to the diagnostic area.

Technical/Functional:

- Performs quality laboratory procedures in the division.
- Comply and submit regulatory requirements.
- Trains and lectures to rotating postgraduate medical technologists, public health students, and special trainees of the department.
- Attends meetings, conferences, and workshops/seminars relevant to the function of Medical Technologist.

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.
- **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.

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COMPETENCY REQUIREMENTS

Annex: HU
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:

- **Preparing Requisition**
  Ability to consolidate, review and prepare requisitions for medical, office, and housekeeping supplies of the unit.
- **Facilitating Purchase of Equipment and Other Needs**
  Ability to facilitate requests for purchase of equipment and other needs of the unit.
- **Preparing Reports**
  Ability to consolidate different statistical reports in the preparation of annual reports, budget proposals and other plans or activities of the unit.
- **Assisting the Hemodialysis Chief / Head Nurse**
  Ability to assist the Hemodialysis Chief / Head Nurse in overseeing the operations of the unit.

Technical/Functional:

- **Patient Document and Records Management**
  Ability to maintain and safekeeps the records of the patients for archiving, retrieval, and issuances of copy as per patient requests and other pertinent and legitimate use.
- **Communications**
  Ability to screen, prepare, review and file all forms of communications, notices, minutes of meetings and other correspondences for action/signature of the Dialysis Chief / Head Nurse and for the safekeeping of the unit.
- **Performing Other Tasks**
  Ability to perform other tasks as may be assigned by the Chair/Chief.

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.
- **Oral/Written Communication**
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COMPETENCY REQUIREMENTS

Annex: NA-2
Position: Nursing Attendant

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 Patient Care**
  Performs basic patient care tasks independently and assists in orienting new nursing attendants in patient care routines.
- **Patient Safety**
  Leads by example in adherence to patient safety standards. Supports implementation and compliance to patient safety measures and safety reporting.
- **Health Education**
  Conducts health teachings that strengthen patient and family- centered care and reinforces institutional policies.
- **Interdisciplinary Collaboration**
  Cooperates with nurses and allied staff during patient care and procedures.
- **Digital Literacy**
  Uses basic digital tools or records entries as directed while ensuring data privacy protocols.

Technical/Functional:

- **Research, Innovations, Evidence-based Practice, and Continuous Quality Improvement**
  Participates in research, innovative projects, and or initiatives anchored in scientific evidence.
- **Education and Training**
  Participates in-service training and basic skills development; uses clinical experience and skills mastery to assist in the orientation and mentoring of new nursing attendants.

Organizational:

- **Value- based Nursing Practice**
  Upholds the highest standards of public service by demonstrating compassion, responsiveness, and integrity in delivering care and support to patients, colleagues, and stakeholders—guided by the UP core values of Honor and Excellence and PGH's mandate as a national university hospital.
- **Organizational Awareness and Commitment**
  Demonstrates awareness of institutional goals and functions by managing time effectively, prioritizing tasks, and delivering quality outputs that support individual, team, and organizational success.
- **Interpersonal Communication and Teamwork**
  Communicates clearly and respectfully while working collaboratively with colleagues, interdisciplinary teams, and departments to achieve shared goals, enhance patient safety, and foster a supportive and inclusive work environment.
- **Adaptability and Resilience**
  Adjusts effectively to changing work demands, shifting priorities, and challenging situations while maintaining professionalism and composure.
- **Diversity and Inclusion**
  Demonstrates respect for individual differences, values diverse perspectives, and provides equitable care regardless of gender, culture, religion, socioeconomic status, or background.

	• **Lifelong Learning** Demonstrates commitment to lifelong learning by actively seeking, engaging in, and applying learning opportunities to enhance clinical competence, and personal and professional development.

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COMPETENCY REQUIREMENTS

Annex: WA
Position: Ward Assistant

Core:

- **Service**
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- **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 Patient Care**
  Provides timely and accurate clerical support in patient care delivery by managing records, coordinating communication, and facilitating tasks that assist the healthcare team in ensuring efficient and organized patient care services.
- **Patient Safety**
  Adheres to patient safety standards; identifies and reports unsafe conditions or patient-related risks to nurses immediately.
- **Records Management**
  Manages patient records and requirements in compliance with the data privacy and institutional policies.
- **Interdisciplinary Collaboration**
  Coordinates with other units, receives, and relays messages or orders, and handles verbal and written communications for the unit.

Technical/Functional:

- **Digital Literacy**
  Exhibits proficiency in the use of digital tools or records entries as directed while ensuring data privacy protocols.
- **Resource Management**
  Monitor stock levels, assists in inventory, and ensures availability of basic care supplies in assigned areas, and identifies defective or missing equipment.
- **Research, Innovations, Evidence-based Practice, and Continuous Quality Improvement**
  Participates in research, innovative projects, and/ or initiatives anchored in scientific evidence.
- **Education and Training**
  Participates in in-service training and basic skills development.
- **Leadership and Governance**
  Assists in the implementation of institutional policies.

Organizational:

- **Value- based Nursing Practice**
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