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: 17-Sep-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	Dormitory Manager III	UPSB-DORMG3-26-1998	15	40208	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex P-7	Philippine General Hospital
2	Administrative Officer V (Supply Officer III)	UPSB-ADOF5-1074-2004	18	51304	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex PS-10	Philippine General Hospital

3	Administrative Officer III (Supply Officer II)	UPSB-ADOF3-929-2004	14	37024	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex PS-1	Philippine General Hospital
4	Administrative Officer I (Supply Officer I)	UPSB-ADOF1-497-2004	10	25586	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex PS-26	Philippine General Hospital
5	Administrative Officer I (Supply Officer I)	UPSB-ADOF1-496-2004	10	25586	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex PS-26.1	Philippine General Hospital
6	Administrative Assistant III (Storekeeper III)	UPSB-ADAS3-1482-2004	9	23226	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hpurs of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex PS-19	Philippine General Hospital
7	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2370-2004	8	21448	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex L-1	Philippine General Hospital

8	Administrative Aide IV (Clerk II)	UPSB-ADA4-3036-2004	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 (Subprofessional) First Level Eligibility	Pls. see attached annex G-1	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 27, 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:

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.

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COMPETENCY REQUIREMENTS

Annex: P-7
Position: Dormitory Manager 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, 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:

- **Demonstrating Personal Effectiveness**
  Ability to exercise self-direction and motivation in fulfilling assigned task while meeting set standards/requirements.
- **Effective Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal; must be clear, direct to the point empathetic, spontaneous; must be a good receiver of communication.
- **Championing and Applying Innovation**
  Ability to contribute new ideas, approaches and solutions to meet/address/respond to changing situations and to capitalize on opportunities and drives results.

Leadership/Managerial:

- **Motivation**
  Ability to inspire staff to deliver results and make changes in terms of process, people and way of doing things to overcome obstacles.
- **Sound Judgment**
  Ability to make decisions using a structured approach after seeking both facts and opinions and ensures that decisions are pursued/implemented.
- **Efficient Planning**
  Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.

Technical/Functional:

- Ability to formulate plans and programs to sustain the smooth operations of the Residence Halls Section.
- Ability to organize the activities of the staff for the implementation of the plans and programs of RHS towards efficient and effective delivery of services;
- Ability to coordinate with the concern heads/chief of the different divisions/departments to be able to attain the formulated goals and objectives of RHS and PGH as a whole;
- Ability to motivate the RHS staff, harness their potentials and develop their knowledge, skill and attitude for career planning;
- Ability to determine the needs of the office, plan/project and devise courses of action on short (immediate), medium and long term plan/solution for the maintenance of the facilities and the office;
- Ability to conceptualize rational/innovative and out-of-the box ideas to serve as inputs needed for the development of the office and to serve as coping mechanism in meeting organizational challenges thereby safeguard its stagnation;
- Ability to deal with top level management with utmost professionalism and with the staff fairly and objectively and with internal and external customers pleasantly to achieve the set goals and objectives of the hospital;
- Knowledgeable in different software platform;
- Proficient in written communication;
- Willing to work long hours;
- Willing to work on Saturdays, Sundays, Holidays and on night shift;
- In the exigency of the service, willing to be recalled from day off.
- Extensive experience in monitoring the activities of an office and the staff as well;

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COMPETENCY REQUIREMENTS

Annex: PS-10

Position: Administrative Officer V (Supply Officer 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, 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:

- **Demonstrating Personal Effectiveness**
  Ability to exercise self-direction and motivation in fulfilling assigned task while meeting set standards/requirements.
- **Effective Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal; must be clear, direct to the point empathetic, spontaneous; must be a good receiver of communication.
- **Building Strategic Relationship**
  Initiates, cultivates and maintains strategic alliances with management and other stakeholders within and outside the organization. Identifies and addresses obstacles. Collaborates with colleagues to achieve results in alignment with the mission and vision of the hospital/university.
- **Championing and Applying Innovation**
  Ability to contribute new ideas, approaches and solutions to meet/address/respond to changing situations and to capitalize on opportunities and drives results.
- **Planning and Delivering**
  Ability to sequence actions and events and identify resources needed in order to execute initiatives in an orderly and effective manner to achieve mission & vision goals
- **Managing Information**
  Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization.
- **Problem Solving and Decision Making**
  Ability to resolve deviations and/or select the appropriate alternative to situations, issues or dilemmas in order to identify or arrive at the most feasible and beneficial outcome, option or solution for the organization and/ or its stakeholders.

Leadership/Managerial:

- **Managing Performance and Coaching for Results**
  Ability to give objectives, opportune and relevant feedback to staff or groups to effect necessary adjustment and intervention to maintain good and high performance of the latter.
- **Thinking Strategically and Creatively**
  Ability to identify and analyze trends and dynamics of internal and external factors that may impact on the property and supply management to increase preparedness of the department.

Technical/Functional:

- Ability to plan, organize, supervise and manage the operations and activities of the section.
- Ability to motivate a team, delegate tasks effectively and foster a positive work environment. Proactive in leading a team especially in initiating improvements in the processes.
- Ability to prepare and submit comprehensive administrative, operational and accomplishment reports promptly and accurately.
- Ability to monitor compliance with government rules, regulations and internal office guidelines.
- Ability to construct official letters and response to various correspondences.
- Ability to demonstrate competence in assessing and providing feedback on reports.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.
- Adept in warehouse inventory management. Understanding of inventory control, record-keeping and periodic inventories.
- Familiarity with the New Government Procurement Act (RA 12009) and its implementation.
- Relevant training on Propoerty and Supply Management , Procurement Training and Revised Manual on the Disposal of Government Properties is an advantage.
- Output oriented and willing to work beyond office hours, including holidays or days off.
- With acceptable interpersonal relations and work attitude.
- A multi-tasker and can work under pressure.
- Good work ethics and manifest sound judgement at all times.

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COMPETENCY REQUIREMENTS

Annex: PS-1

Position: Administrative Officer III (Supply Officer 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**
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Technical/Functional:

- Ability to maintain accurate and updated records of all equipment and semi-expendable items of the hospital.
- Ability to ensure that all equipment and semi-expendable items are properly tagged and labeled with property numbers for identification and tracking.
- Ability to perform regular physical inventory checks to verify the existence, condition, and location of all equipment and semi-expendable items
- Ability to generate and submit reports such as the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) to the Commission on Audit (COA) and other concerned agencies..
- Ability to coordinate with departments and units to ensure proper use, safekeeping, and accountability of assigned PPE including falicitation of transfers of accountability and condemnation of equipment and semi-expendable items.

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:	Technical/Functional:
• Ability to process the issuance, transfer, or reassignment of equipment and semi-expendable items, ensuring proper documentation such as Property Acknowledgement Receipts (PARs), Inventory Custodian Slip (ICS) or Property Transfer Reports (PTRs). • Ability to participate in the inspection, documentation, and processing of unserviceable or obsolete equipment for disposal, in accordance with government rules and regulations. • Ability to implement and monitor adherence to government procurement, property, and inventory policies and procedures. • Ability to assist in audit staff during inspections. • Ability to ensure all equipment and semi-expendable items are safeguarded against loss, misuse, or damage, and report any discrepancies or irregularities immediately. • Ability to lead, supervise and motivate the unit. • Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.	• Experienced in the preparation and submission of reports in compliance with Commission on Audit (COA) or other regulatory agency requirements. • Familiarity with the New Government Procurement Act (RA 12009) and its implementation. • Relevant training on Property and Supply Management, Procurement Training and Revised Manual on the Disposal of Government Properties is an advantage. • Adept in warehouse inventory management. • Understanding of inventory control, record-keeping, and periodic inventories. • Strong verbal and written communication skills are necessary. • Proficient in computer Microsoft Office. • Output oriented and willing to work beyond office hours, including holidays or days off. • With acceptable interpersonal relations and work attitude. • A multi-tasker and can work under pressure. • Good work ethics and manifest sound judgement at all times. • Strong attention to detail. • Provide objective decisions on problems affecting one's work.

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COMPETENCY REQUIREMENTS

Annex: PS-26

Position: Administrative Officer I (Supply Officer I)

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**
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Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/ Functional:

- Ability to prepare the Project Procurement Management Plan (PPMP), Framework of Agreement List (FAL), Purchase Request (PR), Request for Delivery of Awarded Items (RDAI), Stock Position Sheet (SPS) and Consignment Request Slip (CRS) among others.
- Ability to monitor & check the inventory of stocks through Open-ERP System in relation to the preparation of PR/SPS.
- Ability to ensure proper coordination with the supplier on the status of stocks, deliveries and other related concerns.
- Ability to monitor the utilization of Notice to Execute Framework agreement (NEFA).
- Ability to provide price quotation, CED, justification, CPR among others as necessary for the processing of request.
- Ability to provide assistance to the Coordinator for PSD and Pharmacy Department concerning stocks availability.
- Ability to represent the GASO, PSD in the Bids and Awards Committee (BAC) meetings relative to pre-procurement, pre-bid and bidding activities.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.

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COMPETENCY REQUIREMENTS

Annex: PS-26.1
Position: Administrative Officer I (Supply Officer I)

Core:

- **Service**
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- **Professionalism**
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- **Integrity**
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Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

Technical/ Functional:

- Ability to act as the Supply Officer of the unit.
- Ability to receive supplies and materials based on the verified quantities, quality against Delivery Receipt, Terms and Conditions and approved Purchase Order.
- Ability to maintain and update stock cards to ensure accurate tracking of stock inventory.
- Ability to monitor the issuance of supplies and materials based on approved requisitions.
- Ability to check inventory regularly to avoid stockouts or overstocking to recommend replenishment when needed.
- Ability to supervise the monthly inventory of stocks.
- Ability to assist the audit staff during inspections.
- Ability to prepare and submit timely and accurate reports and accomplishments.
- Ability to supervise that the stocks are properly stored in designated areas.
- Ability to maintain organized and up-to-date records for future reference.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.
- Adept in warehouse inventory management.
- Competent and confident in using Microsoft Office.
- Relevant experience/knowledge in a similar function providing logistical support services.
- Knowledge with the required procurement documents is advantageous.
- Knowledge and familiarity with the Open-ERP and BULSA system is an advantage.
- Relevant training on Property and Supply Management and Procurement Training on New Government Procurement Act or Republic Act 12009 and its Revised Implementing.
- Good communication and interpersonal abilities.
- Output oriented and willing to work beyond office hours.
- Good work ethics and manifest sound judgement at all times.
- A multi-tasker and can work under pressure.
- Strong attention to detail.

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COMPETENCY REQUIREMENTS

Annex: PS-19
Position: Administrative Assistant III (Storekeeper III)

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**
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- **Excellence**
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Technical/Functional:

- Ability to verify that all required documents from the Property, Plant and Equipment Section (PPES) are attached and complete.
- Ability to accurately prepare disbursement vouchers in accordance with COA requirements, funding guidelines, and timelines.
- Ability to coordinate with the concerned departments, offices and suppliers any issues and discrepancies on documentary requirements.
- Ability to prepare monthly reports relative status of DVs.
- Ability to maintain organized and up-to-date records for future reference.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.
- Competent and confident in using Microsoft Office.
- Knowledge and familiarity with the Open-ERP system is an advantage.
- Experience in a similar function providing administrative support services.
- Prior experience particularly in voucher preparation.
- Familiarity with the Disbursement Voucher documentation requirements.
- Good communication and interpersonal abilities.

Technical/Functional:

- Output oriented and willing to work beyond office hours.
- Good work ethics and manifest sound judgement at all times.
- A multi-tasker and can work under pressure.
- Strong attention to detail.
- Relevant training on Property and Supply Management and Procurement Training on New Government Procurement Act or Republic Act 12009 and its Revised Implementing Rules and Regulations is an advantage.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
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- **Time Management**
  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: L-1

Position: Administrative Assistant II (Clerk IV)

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**
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- **Excellence**
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Technical/Functional:

- Ability to perform a variety of clerical and administrative tasks *(sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference)*
- Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications.
- Must possess people skills adequate for interacting with clinicians, laboratory staff and personnel of other units of the hospital.
- Ability to follow up pertinent papers, correspondence, 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 prepare and facilitate the accomplishment of job order request for repair, service and replacement or condemn of equipment/facilities in the various area of the department.
- Able to determine chemicals and reagents documentation as per division.
- Knowledgeable in laboratory supplies management, ensuring proper issuance based on divisional consumption.

Organizational:

- Work Ethics
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- Decision Making
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- Inter-Personal Relationship
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- Oral/Written Communication
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- Self-Projection
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- Time Management
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

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COMPETENCY REQUIREMENTS

Annex: G-1
Position: Administrative Aide IV (Clerk II)

Core:

- **Service**
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- **Professionalism**
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- **Integrity**
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- **Compassion**
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Technical/Functional:

- Ability to perform a variety of clerical and administrative tasks *(sorting, collating, filing, retrieving, issuing and maintaining of records and files for easy reference)*
- Adept in recording, checking of files/documents received and in recording of incoming and outgoing communications
- Ability to properly operate and utilize computer devices and other office equipment *(personal computer, printer, manual or electric typewriter, photocopying machine, fax machine, etc.)* in preparing requests, communication or other assigned tasks
- Ability to store, issue and maintain records of office supplies
- Ability to follow up pertinent papers, correspondence, payrolls, vouchers, etc. and attends to inquiries or refers telephone calls and clients to proper personnel and/or unit.
- Ability to prepare/consolidate reports and other job related request/s.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  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.