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. MARJORIE L. TORRES
HRMO

Date: 13-Oct-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	Project Development Officer I	UPSB-PDO1-11-1998	11	28512	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Pls. see attached Annex PD	Philippine General Hospital
2	Respiratory Therapist I	UPSB-RSTH1-4-2020	10	24381	Bachelor of Science in Respiratory Therapy	None required	None required	RA 1080 (Respiratory Therapist)	Pls. see attached Annex PM-25	Philippine General Hospital
3	Laboratory Aide II	UPSB-LABA2-180-1998	4	15586	Elementary School Graduate	None required	None required	None required (MC 11, S. 1996, as amended, Cat. III)	Pls. see attached Annex PH	Philippine General Hospital

4	Administrative Aide I (Utility Worker I)	UPSB-ADA1-798-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
5	Administrative Aide I (Utility Worker I)	UPSB-ADA1-770-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
6	Administrative Aide I (Utility Worker I)	UPSB-ADA1-788-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
7	Administrative Aide I (Utility Worker I)	UPSB-ADA1-765-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
8	Administrative Aide I (Utility Worker I)	UPSB-ADA1-786-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
9	Administrative Aide I (Utility Worker I)	UPSB-ADA1-809-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
10	Administrative Aide I (Utility Worker I)	UPSB-ADA1-804-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital

11	Administrative Aide I (Utility Worker I)	UPSB-ADA1-805-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
12	Administrative Aide I (Utility Worker I)	UPSB-ADA1-811-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
13	Administrative Aide I (Utility Worker I)	UPSB-ADA1-792-2004	1	14061	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
14	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4084-2004	3	15852	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
15	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4217-2004	3	15852	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital
16	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4405-2004	3	15852	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex J	Philippine General Hospital

17	Administrative Aide VI (Clerk III)	UPSB-ADA6-2096-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex G	Philippine General Hospital
18	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2447-2004	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 HI-1	Philippine General Hospital
19	Administrative Aide VI (Clerk III)	UPSB-ADA6-2472-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex PS-20	Philippine General Hospital
20	Administrative Aide VI (Clerk III)	UPSB-ADA6-2415-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex PS-20.1	Philippine General Hospital

21	Administrative Aide VI (Clerk III)	UPSB-ADA6-2356-2004	6	18957	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex PS-20.2	Philippine General Hospital
22	Administrative Aide V	UPSB-ADA5-728-2004	5	17866	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)	None required	None required	Career Service (Subprofessional) / First Level Eligibility	Pls. see attached Annex PS-18	Philippine General Hospital

23	Administrative Aide IV (Clerk II)	UPSB-ADA4-2961-2004	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 PS-23.1	Philippine General Hospital
24	Laboratory Aide II	UPSB-LABA2-119-1998	4	16833	Elementary School Graduate	None required	None required	None required (MC 11, S. 1996, as amended, Cat. III)	Pls. see attached Annex PS-12.4	Philippine General Hospital
25	Laboratory Aide II	UPSB-LABA2-169-1998	4	16833	Elementary School Graduate	None required	None required	None required (MC 11, S. 1996, as amended, Cat. III)	Pls. see attached Annex PS-12.3	Philippine General Hospital
26	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4465-2004	3	15852	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex PS-27	Philippine General Hospital
27	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2344-2004	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 NS	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 October 23, 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.

HUMAN RESOURCE DEVELOPMENT DIVISION
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COMPETENCY REQUIREMENTS

Annex: PD

Position: Project Development 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, 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:

- **Building Commitment**
  Creates a positive environment that strengthens relationships of internal members of PGH and directs their focus and attention towards the achievement of assigned tasks or goals as well as organization mandate.
- **Managing Performance**
  Gives objective, opportune and relevant feedback to staff to effect necessary adjustments and intervention to maintain good and high performance.
- **Developing People**
  Provides timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.

Technical/Functional:

- **Program Planning and Management**
  Ability to conceptualize, develop and implement project proposals and strategic plans; manage these projects and strategic initiatives in a coordinated manner to help the organization reach its goals and objectives.
- **Service/Systems Improvement**
  Ability to formulate, review and finalize QMS documented information (e.g. manuals, policies and guidelines) relevant to the implementation of the PGH Quality Management System.
- **Organizational Development**
  Ability to plan for a hospital wide effort to achieve strategic goals more effectively and efficiently and addresses the different stages of the organizational change process by conducting surveys, staffing level studies, job audits and other evaluation studies; and provides recommendation to PGH management.
- **Information Management**
  Ability to prepare reports on PGH performance; provide hospital data to internal and external clients, staff assistance and technical assistance to requesting unit or authority.
- **Records Management**
  Ability to ensure efficient and systematic control of the creation, receipt, maintenance, use, retrieval and disposal of records, including the processes for capturing and maintaining evidence of and information about hospital/office activities and transactions.

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COMPETENCY REQUIREMENTS

Annex: PM - 25
Position: Respiratory Therapist I

Core:

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

- Capable of maintaining and troubleshooting of ICU equipment.
- Capable of assessing operational status of ICU equipment and be proactive with maintenance and repair issues.
- Ability to train-re-train all end users of PGH ICU equipment.
- Ability to come on time on all official functions and engagements.
- Capable of crafting and implementing ICU equipment operational policies for a tertiary hospital.
- Ability to project a positive and pleasant outlook.
- Ability to deal with superiors courteously and with fellow employees and inspire people to achieve the hospital goals.
- Ability to properly charge patients using PGH owned equipment.
- Must have at least two (2) years of Respiratory Therapy experience.
- Must have work experience serving at least 20 intubated patients on daily basis.
- Must have adequate exposure to ventilators with PC and VC capabilities (High and features like APRV, PAV will be plus factors); infusion and syringe pump; non-invasive patient monitors.
- Able to perform complete spirometries and lung volume studies.

Must be knowledgeable in MS office and excel office.

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COMPETENCY REQUIREMENTS

Annex: PH
Position: Laboratory Aide II

Core:

- **Service**
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- **Professionalism**
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- **Integrity**
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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.

Technical/Functional:

- **Safekeeping**
  Ability to safe keep and easily retrieve department records.
- **Communication**
  Ability to clearly convey and receive messages to meet the needs of all. Ability to communicate clearly and concisely.
- **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.
- **Attending to Queries/Concerns**
  Ability to attend to queries concerning Drug donations from DOH, wards and different satellites.
- **Handling of Requests/Records**
  Ability to handle requests, records and fills donation drug.
- Ability to collect/sort/review charges of all TPN/sterile.
- Ability to label compounded/repacked items & prefilled syringes of narcotic drug.
- Ability to prepare compounded internal/external solution.
- Ability to repack chemicals and pre-measured/calibrated diluents needed for compounding galenical.
- Ability to maintain cleanliness of equipment and orderliness of laboratory area within the shift.

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COMPETENCY REQUIREMENTS

Annex: J

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

Core:

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

- **Maintenance of Cleanliness**
  Ability to effectively maintain the cleanliness of the office/ward including all equipment and office/ward facilities.
- **Messengerial Job**
  Ability to promptly perform messengerial tasks and deliver documents and other important communications.
- **Health and Safety Practices**
  Ability to practice and perform occupational health, workplace and safety procedures such as but not limited to disposal of toxic and hazardous disposable materials.

Organizational:

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

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COMPETENCY REQUIREMENTS

Annex: G
Position: Administrative Aide VI (Clerk III)

Core:

- **Service**
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- **Professionalism**
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- **Integrity**
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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**
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- **Self-Projection**
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- **Time Management**
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COMPETENCY REQUIREMENTS

Annex: HI-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**
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Technical/Functional:

- **Recording and Filing**
  Ability to effectively and efficiently record and file the documents received including patient health records in an organized and systematic manner for easy retrieval.
- **Utilizing Computer Devices**
  Ability to properly operate and utilize computer devices and other office equipment in preparing requests, communications or other assigned tasks. Ability to use and navigate the hospital information system (RADISH) in management of health records.
- **Handling Telephone Calls**
  Ability to answer promptly, with courtesy and to relay immediately with accurate and sufficient details; ability to receive and write messages with accuracy and completeness for concerned recipient's information.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
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- **Inter-Personal Relationship**
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- **Oral/Written Communication**
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COMPETENCY REQUIREMENTS

Annex: PS-20
Position: Administrative Aide VI (Clerk III)

Core:

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Technical/Functional:

- Ability to assist the requisitioning officer in the preparation of requisitions (PR/ FAL/ SPCA among others) for medical supplies.
- Ability to monitor and check the inventory of stocks through Open-ERP System in relation to the preparation of PR/ RD/ Stock Position Sheet (SPS) among others.
- Ability to coordinate with the supplier on the status of stocks, deliveries and other related concerns.
- Ability to ensure availability of price quotation, CED, justification, CPR among others as necessary for the processing of the request.
- Ability to provide assistance to the Coordinator for PSD and Pharmacy Department concerning stocks availability.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.

Organizational:

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

Annex: PS-20.1

Position: Administrative Aide VI (Clerk III)

Core:

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Organizational:

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- **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 assist in the preparation of Purchase Request (PR), Framework Agreement List (FAL), Request to Delivery of Awarded Item (RDAI), Stock Position Sheet (SPS) among others with complete documentation requirements for Drugs and Medicines, Chemicals and Reagents and IV Fluids.
- Ability to assist in the monitoring of the utilization of Notice to Execute Framework Agreement (NEFA)/Notice of Award (NOA).
- Ability to assist in the monitoring of the movement of stock inventories through Open-ERP and ensure availability of the needed items at all times.
- Ability to assist in the preparation of the Daily Critical Report/Out of stock monitoring Report and acted upon.
- Ability to prepare and monitor the status of OBRS/BURS.
- Ability to coordinate with the Department of Laboratories relative stock inventory.
- Ability to coordinate with the supplier on the status of stocks, deliveries and other related concerns.
- 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.
- Knowledge and experience in the preparation/consolidation of the Project Procurement Management Plan (PPMP).

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COMPETENCY REQUIREMENTS

Annex: PS-20.2

Position: Administrative Aide VI (Clerk III)

Core:

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- **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 assist the requisitioning officers in the accurate and timely preparation of Purchase Request, Framework Agreement List, Special Purchase Cash Advance, Request Delivery of Awarded Items among others for drugs and medicines, IV fluids and chemicals and reagents.
- Ability to monitor and validate the stock inventory through Open ERP System in relation to timely preparation of PR/RD/SPCA/SPS among others.
- Ability to effectively coordinate with the suppliers to track stock availability, delivery schedules, and resolve supply related concerns to ensure continuity of service.
- Ability to ensure completeness and accuracy of required documents such as price quotation, Certificate of Exclusive Distributorship (CED), justification, Certificate of Product Registration (CPR) among others as necessary to facilitate smooth processing of requests.
- Ability to provide assistance to the coordinator for PSD and Pharmacy Department concerning stocks availability.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.
- Knowledge and experience in the preparation/consolidation of the Project Procurement Management Plan (PPMP)/ Framework Agreement List (FAL)/ Purchase Request (PR)/ Request Delivery of Awarded Items (RDAI) and Special Purchase Cash Advance (SPCA) is an advantage.

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COMPETENCY REQUIREMENTS

Annex: P.S.-18
Position: Administrative Aide 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/Functional:

- Ability to assist the unit head in the preparation of the Project Procurement Management Plan (PPMP), Framework Agreement List (FAL), Purchase Request (PR).
- Ability to ensure the availability of supplies at all times based on the declared par level of requirements.
- Ability to monitor the status of deliveries based on the approved Purchase Order (PO) / Call Off.
- Ability to implement the effective and efficient receipt, issuance, monitoring and recording of the inventory of stocks.
- Ability to perform the role of a storekeeper.
- Ability to ensure acceptable assistance in the inspection of the daily deliveries.

Ability to prepare the Inspection and Acceptance reports (IAR) and Report of Supplies Materials Issued (RSMI) within the allowed period.

Abiliy to maintain an updated stock cards vis-à-vis actual stocks on hand.

Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.

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: P.S.-23.1

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 verify that all required documents from the assigned PSD warehouse are attached and complete.
- Ability to accurately prepare disbursement vouchers in accordance with COA requirements, funding guidelines, and timelines.
- Ability to prepare monthly reports relative status of DVs.
- Ability to coordinate with the concerned warehouse any issues and discrepancies on documentary requirements.
- 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.

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: PS – 12.4

Position: Laboratory Aide 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:

- **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.

Technical/Functional:

- Ability to assist in the preparation of Purchase Request (PR), Consignment Request Slip (CSR), Project Procurement Management Plan (PPMP) and Framework Agreement List for medical/laboratory supplies, devices, implants needed by both pay and service patients.
- Ability to monitor and check the inventory of stocks through Open ERP System in relation to the PR/Stock Position Sheet (SPS).
- Ability to coordinate with supplier on the status of stock inventories, deliveries and other related concerns.
- Ability to provide price quotations, CED, justifications, CPR among others as necessary for the processing of request.
- Ability to assist the coordinator for PSD and Pharmacy Department concerning stock availability.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.

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COMPETENCY REQUIREMENTS

Annex: PS – 12.3

Position: Laboratory Aide 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:

- **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.

Technical/Functional:

- Ability to effectively receive, issue, monitor and record the laboratory and medical supplies – direct charges stock inventory.
- Ability to effectively and timely fill-up the requests for laboratory and medical supplies.
- Ability to efficiently inspect the daily deliveries of laboratory and medical supplies.
- Ability to monitor the movement and expiration of laboratory, medical and other goods.
- Ability to properly handle, pile arrange and store the laboratory, medical and other stocks.
- Ability to maintain an organized working area.
- Ability to assist in the monthly Physical Inventory taking.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.

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COMPETENCY REQUIREMENTS

Annex: PS-27

Position: Administrative Aide III (Utility Worker II)

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

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.

Technical/Functional:

- Ability to assist the storekeeper in the daily issuance/distribution of requested supplies to various End-Users and delivery of consigned items to Pharmacy Satellites for medical supplies and medical devices/implants.
- Ability to store and arrange the stocks on designated shelves/areas in the warehouse.
- Ability to assist the storekeeper in the receiving, inspection and the monthly physical count of the items located in the warehouse.
- Ability to demonstrate honesty, reliability, and a strong sense of responsibility in safeguarding inventory and reporting issues.
- Ability to perform other duties/tasks that may be delegated/assigned by the supervisor.

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COMPETENCY REQUIREMENTS

Annex: NS

Position: Administrative Assistant II (Clerk IV)

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
  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 track, maintain, and manage all equipment, ensuring proper use, storage, and timely maintenance.
- Ability to work effectively in team environments and collaborate with colleagues and supervisors.
- Ability to demonstrate confidentiality and integrity when handling sensitive information.
- Proficient in filing including accurate maintenance of physical and electronic documents for easy retrieval.
- Computer literate with proficiency in office software such as Word, Excel, Powerpoint, email and internet tools.
- Ability to use different collaboration tools (e.g., MS Teams, Google Workspace, Zoom).
- Attention to detail and accuracy in data entry, documentation, and record keeping.

Technical/Functional:

- Strong communication skills, both verbal and written; ability to interact professionally with colleagues and clients.
- Excellent time management, capable of balancing multiple tasks while meeting deadlines.

Organizational:

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