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: 20-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	Attorney IV	UPSB-ATY4-205-2010	23	87315	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex L-4	Philippine General Hospital
2	Administrative Officer IV (Human Resource Management Officer II)	UPSB-ADOF4-1132-2004	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 HR-2	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 Aide VI (Clerk III)	UPSB-ADA6-2108-2004	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 WD-1	Philippine General Hospital
5	Dental Aide	UPSB-DTA-285-2025	4	16833	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016)	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex DA	Philippine General Hospital
6	Dental Aide	UPSB-DTA-286-2025	4	16833	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016)	None required	None required	None required (MC 11, s. 1996, as amended, Cat. III)	Pls. see attached Annex DA	Philippine General Hospital
7	Nutritionist-Dietitian I	UPSB-ND1-216-2025	11	30024	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	None required	None required	RA 1080	Pls. see attached Annex ND-1	Philippine General Hospital
8	Nutritionist-Dietitian IV	UPSB-ND4-90-2025	20	62967	Bachelor's degree major in Nutrition, Dietetics or Community Nutrition	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex ND-4	Philippine General Hospital
9	Pharmacist II	UPSB-PH2-28-2018	15	40208	Bachelor's degree in Pharmacy	None required	None required	RA 1080	Pls. see attached Annex PH-2	Philippine General Hospital

10	Nurse III	UPSB-NURS3-100-2025	17	47247	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. se attached Annex EMS	Philippine General Hospital
11	Nurse II	UPSB-NURS2-171-2022	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-2	Philippine General Hospital
12	Nurse II	UPSB-NURS2-707-2022	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-2	Philippine General Hospital
13	Nurse II	UPSB-NURS2-141-2022	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-2	Philippine General Hospital
14	Nurse II	UPSB-NURS2-721-2022	16	43560	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex N-2	Philippine General Hospital
15	Nurse I	UPSB-NUR1-63-2018	15	40208	Bachelor of Science in Nursing	None required	None required	RA 1080	Pls. see attached Annex N-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 October 30, 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-4
Position: Attorney IV

Core:

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

Technical/Functional:

- **Provision of Legal Advice**
  Ability to competently elicit and correctly analyze the facts of each case/problem. Identify the legal issue to be resolved and provide a legal opinion in clear and comprehensible language.
- **Handling of Cases**
  Ability to competently conduct investigations regarding employee discipline and all other matters involving the hospital's interest, both administrative, civil and criminal. Ability to resolve administrative cases and all other matters for "resolution" by correct analysis of the facts and judicious disposition of the issues.
- **Preparation of Documents**
  Ability to prepare contracts, documents, agreements, memoranda, correspondence, undertakings, and the like for the University and its officers and employees.
- **Representation**
  Ability to appear before any appropriate government offices on behalf of the UP-PGH whenever necessary.
- **Time Management**
  Ability to report on time to work, meetings and other engagements.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties professionally and conform 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.
- **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, and the ability to project positive and pleasant outlook through personal grooming and dressing.
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements and the capacity to work with procedural deadlines and other time limits.

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COMPETENCY REQUIREMENTS

Annex: HR - 2

Position: Administrative Officer IV (Human Resource Management 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**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Inter-Personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.
- **Human Resource Management**
  Ability to ensure employees are recruited, selected, developed, assigned, evaluated and rewarded in accordance with University and CSC rules/procedures. Corrective measure is being undertaken when deemed necessary
- **Managing Information**
  Ability to organize, process, distribute and manage information in order to support or facilitate the data requirements of the organization

Technical/Functional:

- Adept in Civil Service Rules and Laws with wide understanding on policies covered and implemented by government regulatory boards.
- **Analytical Skills**
  Ability to analyze data by utilizing data-driven dashboards, identify trends and prepare reports.
- Proficiency in platforms like Google Workspace, Microsoft 365, Data entry, reporting, and system configuration ensuring data integrity and security.
- **Records Management**
  Ability to maintain, organize, retrieve, and monitor both physical and electronic records and communications related to personnel and committee activities handled by the Section, using available systems to ensure accuracy and systematic documentation.
- **Technical Writing**
  Ability to create clear, structured communications aligned with CSC or University rules and policies.

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COMPETENCY REQUIREMENTS

Annex: PS-1

Position: Administrative Officer III (Supply Officer II)

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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- **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 (Women's Desk)

Annex: WD-1

Position: Administrative Aide VI (Clerk III)

Core:

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

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties professionally and conform 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 perform a variety of clerical and administrative tasks *(sorting, collating, filing, retrieving, issuing, and maintaining records and files for easy reference)*
- Adept in recording, checking of files/documents received, and in recording of incoming and outgoing communications and files of PGH Women's Desk, and assist in preparation of presentation for lectures.
- 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 attend to inquiries or refer telephone calls and clients to proper personnel and/or unit.
- Ability to assist and accompany patients/victims during their follow-up.
- Ability to take charge of the upkeep of the patient's clinical files and database.
- Ability to assist in the research project of the unit and in the development of training materials.
- Ability to establish rapport and be non-judgmental in dealing with patients.
- Ability to apply principles of gender sensitivity within and beyond work.
- Ability to prepare Rape Kits (Evidence Collection Kit for victims of sexual assault) and the safekeeping of such.
- Ability to prepare/consolidate reports and other job-related request/s.

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COMPETENCY REQUIREMENTS

Annex: DA
Position: Dental Aide

Core:

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

Organizational:

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

Technical/Functional:

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

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COMPETENCY REQUIREMENTS

Annex: ND-1
Position: Nutritionist-Dietitian 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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Technical/Functional:

- Ability to provide quality and timely nutritional care to all in-patients and outpatients.
- Ability to conduct accurate diet instruction and nutrition education/lectures to patients and watchers.
- Ability to conduct training programs to students, personnel, medical and paramedical staff.
- Ability to relieve duties in patient food service.
- Ability to direct and supervise meal service and plating of regular diet.
- Ability to prepare/consolidate reports and other job related request/s.
- Ability to take charge of equipment control.
- Ability to check and supervise preparation of table appointments and venue of all catering services/special functions of the hospital.
- Ability to update job descriptions of subordinate personnel.

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

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COMPETENCY REQUIREMENTS

Annex: ND-4
Position: Nutritionist-Dietitian 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 plan, implement, and evaluate policies, procedures, and operational activities in food service administration.
- Ability to plan, implement, evaluate and supervise the nutrition care of patients in the pay and service wards.
- Ability to supervise, coordinate, and evaluate patient food service operations in the pay and service wards.
- Ability to review and evaluate the performance of assigned dietitians and other dietary employees.
- Ability to provide relevant training activities and opportunities to Nutritionist-Dietitians and personnel in the department.
- Ability to provide nutrition education and serve as a resource person in institutional, community, and professional activities including lectures, seminars, trainings and workshops.
- Ability to conduct special projects and research activities in collaboration with other units.
- Ability to prepare comprehensive and accurate reports, communications and budget proposals needed in the department.

Organizational:

- **Work Ethics**
  Ability to deal with clients, and other parties in a professional manner and conforming to high ethical standards.
- **Decision- Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **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.
- **Leadership**
  Ability to motivate and inspire people to deliver results and make changes in terms of process, people, ways of doing things to overcome obstacles.
- **Planning**
  Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.
- **Organizational Effectiveness**
  Ability to get things done by assigning required tasks to personnel and allocating needed resources in an effective and efficient manner.
- **Controlling**
  Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives.

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COMPETENCY REQUIREMENTS

Annex: PH-2
Position: Pharmacist II

Core:

Service
Having the commitment to place customer satisfaction at the core of our organization's business

Professionalism
Adherence to courtesy, honesty and responsibility in the discharge of one's duty

Integrity
Having moral discernment which is doing the right thing at all times and in all circumstances.

Compassion
The motivation to relieve the suffering of others.

Excellence
Demanding more from ourselves than our clients do.

Organizational:

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

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

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

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

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

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

Leadership/Managerial:

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

Technical/Functional:

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

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

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

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

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

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

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

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

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

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COMPETENCY REQUIREMENTS

Annex: EMS
Position: Nurse III

Core:

- **Service**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty.
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
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Technical/Functional:

- **Patient Care**
  Ability to facilitate and administer safe and effective patient care in the pre-hospital setting. Ability to perform BLS-CPR, ALS, patient assessment, and trauma care. Ability to manage variety of emergency scenes and special events and emergency vehicle operations.
- **Training and Education**
  Ability to provide learning and experiential opportunities for career and personal growth.
- **Research**
  Ability to participate and implement results of research studies within the unit as recommended.

Organizational:

- **Time Management**
  Ability to report on time during official functions, engagements and meetings. Ability to finished assigned tasks within the specified time.
- **Work Ethics**
  Ability to deal with clients, colleagues, and fellow employees in a professional manner conforming to high ethical standards.
- **Self-Projection**
  Ability to appear neat and well groomed. Ability to observe proper decorum. Ability to project a caring attitude.
- **Interpersonal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly and a team player to achieve hospital goals.
- **Human Resource Management**
  Ability to assist the department Chair, unit head, and consultants in the department in developing the personal and professional capability of the EMS personnel towards productive, efficient and effective in the unit.
- **Unit Management**
  Ability to ensure proper utilization, allocation and maintenance of resources for the equitable delivery of EMS services.
- **Networking and Linkages**
  Ability to establish collaborative relationship with colleagues and other members of the healthcare team.

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COMPETENCY REQUIREMENTS

Annex: N-2
Position: Nurse 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:

- **Nursing Care**
  Applies the nursing process independently, integrating clinical judgment and evidence to manage more complex patient conditions, and guides subordinates in its application.
- **Clinical Skills**
  Performs complex or advanced nursing procedures with confidence and accuracy; teaches subordinates.
- **Patient Safety**
  Implements patient safety protocols within the team; actively participates in root cause analysis, monitors compliance to safety standards, and mentors subordinates in safe care practices.
- **Health Education**
  Develops and provides individualized or group health education for patients and families.

Technical/Functional:

- **Nursing Documentation**
  Accurately records nursing assessments, interventions, and patient outcomes in a timely, legal, and professional manner; reviews documentation to ensure completeness and accuracy; mentors subordinates
- **Interdisciplinary Collaboration**
  Coordinates and facilitates interdisciplinary collaboration to ensure integrated and patient-centered care; mentors subordinates in team communication.
- **Digital Literacy**
  Uses electronic systems and digital tools to document, analyze, and communicate patient information; Mentors subordinates.
- **Resource Management**
  Ensures efficient use of resources; reports issues and recommends process improvements; assists in planning for staff management
- **Research, Innovations, Evidence-based Practice, and Continuous Quality Improvement**
  Actively contributes to research and quality improvement by collecting and organizing data, applying evidence-based practices with minimal guidance, and supporting projects to enhance patient outcomes and unit efficiency.
- **Education and Training**
  Acts as coach to subordinates, students, or other members of the team; shares expertise through coaching and learning sessions for patient care.
- **Leadership and Governance**
  Consistently demonstrates accountability in assigned tasks, adheres to policies and ethical standards, and contributes to a positive practice environment; acts as a role model and mentors subordinates.

	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: N-1
Position: Nurse 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:

- **Nursing Care**
  Applies the nursing process in providing routine, patient-centered care under guidance, using established protocols and clinical supervision.
- **Clinical Skills**
  Performs basic and routine nursing procedures safely and correctly under guidance.
- **Patient Safety**
  Identifies, reports, and prevents actual or potential safety risks in patient care by adhering to institutional safety protocols, infection control standards, and incident reporting systems.
- **Health Education**
  Provides basic health education and discharge instructions under supervision.

Technical/Functional:

- **Nursing Documentation**
  Accurately records nursing assessments, interventions, and patient outcomes in a timely, legal, and professional manner.
- **Interdisciplinary Collaboration**
  Participates in collaborative care by communicating patient care management clearly and professionally within the healthcare team.
- **Digital Literacy**
  Uses electronic systems and digital tools to document, analyze, and communicate patient information.
- **Resource Management**
  Uses resources responsibly; reports shortages or issues promptly.
- **Research, Innovations, Evidence-based Practice, and Continuous Quality Improvement**
  Participates in research and quality improvement projects by assisting in data collection, applying evidence-based practice under supervision, to enhance patient care.
- **Education and Training**
  Engages in continuing education and professional development activities.
- **Leadership and Governance**
  Demonstrates accountability in assigned tasks, adheres to policies and ethical standards, and contributes to a positive practice environment with guidance.

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.