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: 3-Nov-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	Supervising Administrative Officer	UPSB-SADOF-576-2004	22	78162	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Pls. see attached Annex P-10	Philippine General Hospital
2	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2481-2004	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 H.I-1.1	Philippine General Hospital

3	Administrative Aide V (Plumber II)	UPSB-ADA5-733-2004	5	17866	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
4	Administrative Aide V (Plumber II)	UPSB-ADA5-732-2004	5	17866	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
5	Administrative Aide V (Plumber II)	UPSB-ADA5-736-2004	5	17866	Elementary School Graduate	None required	None required	Plumber (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-5	Philippine General Hospital
6	Draftsman III	UPSB-DFM3-17-1998	11	30024	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)	8 hours of relevant training	2 years of relevant experience	Draftsman (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13	Philippine General Hospital

7	Physical Therapist II	UPSB-PHT2-21-1998	15	40208	Bachelor's degree in Physical Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex PT-2	Philippine General Hospital
8	Occupational Therapist II	UPSB-OT2-286-2018	15	40208	Bachelor's degree in Occupational Therapy	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex OT-2	Philippine General Hospital

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than November 13, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.

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

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

MS. MARJORIE L. TORRES
Chief Administrative Officer
UP-PGH, Taft Avenue, Manila
85548400 loc. 2053 / hrddrps.uppgh@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

HUMAN RESOURCE DEVELOPMENT DIVISION
UP - PHILIPPINE GENERAL HOSPITAL
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COMPETENCY REQUIREMENTS

Annex: P-10

Position: Supervising Administrative Officer

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.

Leadership/Managerial

- **Efficient Planning**
  Ability to develop goals and action plans for all significant undertakings in consonance with the hospital's objectives and policies.

Technical/Functional:

- **PABX Management**
  The officer shall oversee the operation and maintenance of the hospital's PABX system, with the ability to interpret engineering plans and understand applicable telecommunications, electronics, and electrical codes. The role requires coordination with technical units to ensure uninterrupted communication services and compliance with safety and regulatory standards.
- **Dorm Management**
  The officer shall supervise the overall management of hospital dormitories, with emphasis on facilities management and upkeep of aging infrastructure. Responsibilities include enforcing dormitory policies, ensuring the safety and welfare of occupants, and coordinating with engineering and maintenance units for timely repairs and preventive maintenance.
- **Knowledge in Fire Safety, DOH Accreditations, and Pollution Control**
  The officer shall support the enforcement of fire safety standards within assigned facilities by ensuring compliance with the Fire Code of the Philippines and other relevant regulations. Responsibilities include regular inspections, coordinating fire and evacuation drills, maintaining fire protection systems and equipment, and promoting a culture of safety and preparedness among staff and occupants. The officer shall also be knowledgeable in DOH accreditation requirements and pollution control measures, contributing to the hospital's compliance with national standards and environmental regulations.

Technical/Functional:

- **Public Information / Emergency Support Kiosk/Desk**
  The officer shall lead the Public Information Section, exercising strong leadership and interpersonal skills in managing staff and responding effectively to inquiries from stakeholders. Responsibilities include preparing and disseminating accurate and timely information, representing the hospital in official communications, and ensuring professionalism and clarity in both internal and external engagements.

- **Social Media Publications**
  The officer shall manage social media platforms and other publication channels to enhance communication within and outside the hospital, particularly during emergencies. Proficiency in design tools such as Canva is required to develop effective and visually engaging content. The role also entails adherence to institutional guidelines and policies to safeguard the hospital's reputation and ensure accurate information dissemination.

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COMPETENCY REQUIREMENTS

Annex: HI-1.1

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**
  The motivation to relieve the suffering of others.
- **Excellence**
  Demanding more from ourselves than our clients do.

Technical/Functional:

- **Recording and Filing**
  Demonstrates the ability to effectively and efficiently record, organize, and file documents received - including patient health records - in a systematic manner to ensure accuracy, confidentiality, and easy retrieval when needed.
- **Utilizing Health Information Systems**
  Ability to operate and utilize computers and office equipment. Capable of using and navigating the hospital information systems (RADISH, ERP) for the management, tracking, and updating of patient health records.
- **Data Encoding and Document Processing**
  Ability to ensure completeness and accuracy of data entries, adheres to data privacy standards, and maintains the integrity of HIMD databases and record systems.

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: O-5
Position: Plumber II

Core:

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

- **Plumbing Works**
  Ability to perform repair and maintenance works on plumbing and drainage systems fixture; Ability to perform routine and timely preventive and corrective works.
- **Machinery Operation and Tools Utilization**
  Ability to safely use equipment involved in and implement plumbing works.
- **Understanding Blueprints/Plans/Schematics**
  Ability to read and interpret plumbing works and employ designs to execute his work efficiently.
- **Monitoring and Operation of Water System**
  Ability to conduct regular monitoring and operation of hospital water system to ensure reliable and normal 24/7 water provision.

Organizational:

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

Annex: O-13

Position: Draftsman III

Core:

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

- **Computer Skills**
  Ability to operate standard personal computer and use available computer software, applications and technology.
- **Drafting**
  Ability to prepare and submit plan/s or schematic design/s using AutoCad with specifications compliant to the latest requirements and standards of infrastructure projects.
- **Infrastructure Planning, Implementation and Monitoring**
  Ability to conduct, coordinate and contribute knowledge and information related to infrastructure planning, implementation and monitoring aligned to current requirements and standards.
- **Records Management**
  Ability to maintain, manage and update as needed all infrastructure plans in hard copies and electronic files for each completed infrastructure project.
- **Flexibility**
  Ability to work efficiently with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and positive manner.

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conform to high ethical standards. Ability to receive feedbacks and corrections, learn from mistakes and make necessary improvements.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **Interpersonal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly. Ability to inspire people to achieve department goals.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties.
- **Time Management**
  Ability to spend time wisely and productively and to report to work, meetings and other engagements.
- **Data Privacy**
  Ability to keep confidential matters as well as ability to adhere to data privacy.

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COMPETENCY REQUIREMENTS

Annex: PT-2
Position: Physical Therapist II

Core:

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

- **Conducting Physical Therapy Evaluation**
  Ability to perform accurately and safely physical therapy assessment procedures and operate equipment to patients in all PT clinics.
- **Implementing Therapeutic Exercises**
  Ability to administer therapeutic exercise procedures or instruct the patient to correctly and safely perform therapeutic exercises to achieve PT treatment goals in all PT clinics.
- **Administering Physical Modalities**
  Ability to correctly and safely operate PT equipment or machinery to achieve PT treatment goals in all PT clinics.
- **Recording PT assessment and Treatment Procedures**
  Ability to accurately document and maintain records of PT assessment and treatment procedures.
- **Conducting Maintenance of all PT Facilities and Equipment**
  Ability to monitor good working conditions of all PT facilities and equipment, recognition of defective or below-par performance and prepare the necessary job order request.
- **Appraising Trainee Performance**
  Ability to recognize strengths and weaknesses of trainee while performing training activities.
- **Appraising Progress of Programs and Projects**
  Ability to recognize status, strengths and weaknesses of section projects or programs.

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COMPETENCY REQUIREMENTS

Annex: OT-2

Position: Occupational Therapist 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**
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Organizational:

- **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.
- **Correspondence with Administrative, Medical and Paramedical Sections**
  Ability to represent the section during administrative meetings and to coordinate with other section heads during program planning and implementation of departmental activities.
- **Security**
  Ability to provide measures to secure the section facilities and equipment, to avoid occurrence of occupational hazards and to take appropriate actions upon the occurrence of such incidents.

Leadership/ Managerial:

- **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.
- **Controlling**
  Ability to monitor unit performance through the use of measurement tools and track status of achievement of goals and objectives.
- **Oral/Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **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.

Technical/Functional :

- **OT Evaluation**
  Ability to evaluate completely and correctly performance skills and functions that are pertinent to occupational therapy
- **Treatment Planning and Implementation**
  Ability to formulate appropriate goals, provide treatment techniques correctly that maximize patient's potential.
- **Charting and Documentation**
  Ability to provide evaluation reports, progress notes, endorsement notes, discharge summary and other necessary documentation on time.
- **Clinical Supervision and Training**
  Ability to train interns, licensed trainees and observers by providing regular feedback, overseeing implementation of the training schedule and reviewing and revising the clinical program.
- **Oral/ Written Communication**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Scheduling and protocol implementation**
  Ability to schedule patients and orient them on the course of the treatment protocol.
- **Staff Performance**
  Ability to evaluate the performance of OT staff and prepare performance targets and competencies.
- **Budgeting and Disbursing**
  Ability to prepare budget proposals, financial reports and allocation of section funds.
- **Acquisition of New Equipment/ Materials/ Tools**
  Ability to identify needed equipment/ materials or toils, accomplish forms and make the necessary request for purchasing of new equipment/ materials and tools.
- **Upkeep and Maintenance of Facilities, Supplies and Equipment**
  Ability to ensure maintenance of cleanliness of the section, adequacy of supplies and maintaining equipment in good working condition.
- **Accomplishment of Annual Reports and Project Proposal**
  Ability to submit the section's annual report and project/ program proposals upon request.