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: 27-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	Engineer II	UPSB-ENG2-27-1998	16	43560	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relavant experience	RA 1080	Pls. see attached Annex O-26.1	Philippine General Hospital
2	Engineer II	UPSB-ENG2-34-1998	16	43560	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relavant experience	RA 1080	Pls. see attached Annex O-26	Philippine General Hospital

3	Administrative Assistant III (Mechanical Plant Operator III)	UPSB-ADAS3-1457-2004	9	23226	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13.1	Philippine General Hospital
4	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2325-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex OM-2	Philippine General Hospital
5	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2332-2004	6	18957	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex OM-2	Philippine General Hospital

6	Administrative Aide IV (Mechanical Plant Operator I)	UPSB-ADA4-3035-2004	4	16833	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016) OR Completion of relevant vocational/trade course	None required	None required	Mechanical Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex OM-2.1	Philippine General Hospital
7	Administrative Officer I	UPSB-ADOF1-238-2025	10	25586	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	Pls. see attached Annex S	Philippine General Hospital

8	Administrative Aide VI (Data Entry Machine Operator I)	UPSB-ADA6-2468-2004	6	18957	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 IT-1.1	Philippine General Hospital
9	Administrative Aide IV (Clerk II)	UPSB-ADA4-2983-2004	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 LB-6	Philippine General Hospital

10	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4198-2004	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
11	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4356-2004	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
12	Health Physicist III	UPSB-HPHY3-156-2018	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 HP-3	Philippine General Hospital
13	Health Physicist III	UPSB-HPHY3-120-2020	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 HP-3	Philippine General Hospital
14	Medical Laboratory Technician III	UPSB-MLAB3-8-1998	10	25586	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080 (Medical Laboratory Technician)	Pls. see attached Annex MLT-3	Philippine General Hospital

15	Medical Laboratory Technician III	UPSB-MLAB3-11-1998	10	25586	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080 (Medical Laboratory Technician)	Pls. see attached Annex MLT-3	Philippine General Hospital
16	Medical Laboratory Technician III	UPSB-MLAB3-9-1998	10	25586	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	8 hours of relevant training	2 years of relevant experience	RA 1080 (Medical Laboratory Technician)	Pls. see attached Annex MLT-3	Philippine General Hospital
17	Medical Laboratory Technician II	UPSB-MLAB2-2-1998	8	21448	Completion of a course of at least four (4) years leading to the degree or Bachelor of Science in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080 (Medical Laboratory Technician)	Pls. see attached Annex MLT-2	Philippine General Hospital

18	Laboratory Technician I	UPSB-LABT1-133-1998	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	Laboratory Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex LT-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 December 07, 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: O-26.1
Position: ENGINEER II (Biomedical and PABX Sections)

COMPETENCY REQUIREMENTS

Core:

- **Service** – Having the commitment to place customer satisfaction at the core of the 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.

Leadership/Managerial:

- **Thinking Strategically** – Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connection between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness.
- **Achievement Orientation** – ability to use internal and external resources effectively to achieve individual, team and organizational goals.
- **Managing Performance and Coaching for Results** – Ability to create an enabling environment which will nurture and sustain a performance-based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value and continuous learning and improvement.
- **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 result.

Technical/Functional:

- **Risk Assessment** – Ability to identify, analyze, evaluate and deal with risks relative to the achievement of goals and targets of the department.
- **Risk Analysis** – Ability to identify and analyze the dangers to individuals, businesses and the agency posed by potential natural and human-caused adverse events.
- **Computer Skills** – Ability to operate standard personal computer and use available computer software, applications and technology.
- **Supervisory Skills** – Ability to efficiently plan, supervise, direct, coordinate and monitor the performance of the Electrical, Biomedical and PABX Sections to guarantee work execution aligned with the latest and sound engineering principles, regulations and standards.
- **Interdisciplinary Coordination** – Ability to clearly convey and receive messages to meet the needs of all; ability to effectively communicate and collaborate with clinical, engineering, and procurement units.
- **Flexibility** – Ability to work efficiently with a variety of people and situations and adapt one's thinking, behavior and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and positive manner.
- **Data Management** – Ability to analyze statistics and other data by interpreting and evaluating results to be able to formulate a report and/or presentation as reference to decision making.

- **Technical Compliance and Adherence to Standards** – Ability to utilize and strictly uphold in-depth knowledge of current and applicable safety performance standards promulgated by the Department of Health, Foods and Drugs Administration, and other relevant international agencies; ability to execute expertise in the installation, programming, maintenance, troubleshooting of PABX and other voice communication systems.
- **Project Management Skills** – Ability to prepare, review, estimate and monitor project related to Biomedical and PABX Sections.
- **Assets/Inventory Management** – Ability to plan, conduct real time tracking, record maintenance, lifecycle planning and service histories of biomedical and PABX (Telephone) devices and equipment.

Organizational:

- **Work Ethics** – Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards. Ability to receive feedback 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
- **Innovation** – ability to exploit new ideas for the benefit of the organization
- **Oral/Written Communication** – ability to interact with other people and convey thoughts whether verbal or non-verbal
- **Self-Projection** – Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management** – Ability to spend time wisely and productively and to report to work, meetings and other engagements
- **Data Privacy** – Ability to keep confidential matters as well as ability to adhere to data privacy

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COMPETENCY REQUIREMENTS

Annex: O-26

Position: ENGINEER II (Refrigeration and Air-conditioning and Transportation Sections)

Technical/Functional:	Organizational:
• **Risk Assessment** – Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connection between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness. • **Risk Analysis** – Ability to use internal and external resources effectively to achieve individual, team and organizational goals. • **Computer Skills** – Ability to operate standard personal computer and use available computer software, applications and technology. • **Supervisory Skills** – Ability to efficiently plan, supervise, direct, coordinate and monitor the performance of the Refrigeration and Air-conditioning Section and Transportation Section. • **Interdisciplinary Coordination** – Ability to clearly convey and receive messages to meet the needs of all; ability to effectively communicate and collaborate with clinical, engineering, and procurement units. • **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.	• **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, and learn from mistakes and make necessary improvements. • **Decision Making** – Ability to provide objective decisions and 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 • **Innovation** – ability to exploit new ideas for the benefit of the organization • **Oral/Written Communication** – Ability to interact with other people and convey thoughts whether verbal or non-verbal • **Self-Projection** – Ability to exude an aura of confidence in all undertakings and 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 • **Records Management** – Ability to maintain an organized, updated and readily retrievable electronic and hard copy files of Pollution Control documents • **Data Privacy** – Ability to keep confidential matters as well as ability to adhere to data privacy.

Technical/Functional:

- **Data Management** – Ability to analyze statistics and other data by interpreting and evaluating results to be able to formulate a report and/or presentation as reference to decision making.

- **Technical Compliance and Adherence to Standards** – Ability to utilize and strictly uphold in-depth knowledge of current and applicable safety performance standards promulgated by the Department of Health, Department of Energy, Department of Environment and Natural Resources and other relevant national and international agencies; ability to execute expertise in the installation, programming, maintenance, troubleshooting of Refrigeration and Air-conditioning system and units and Transportation Section vehicles.

- **Project Management Skills** – Ability to prepare, review, estimate and monitor project related to Refrigeration and Air-conditioning and Transportation Sections.

- **Assets/Inventory Management** – Ability to plan, conduct real time tracking, record maintenance, lifecycle planning and service histories of Refrigeration and Air-conditioning system and units and Transportation Section vehicles.

Leadership:

- **Thinking Strategically** – Ability to "see the big picture", think multi-dimensionally, craft innovative solutions, identify connection between situations or things that are not obviously related and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness

- **Achievement Orientation** – Ability to use internal and external resources effectively to achieve individual, team and organizational goals.

Leadership:

- **Managing Performance and Coaching for Results** – Ability to create an enabling environment which will nurture and sustain a performance based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, promoting the value and continuous learning and improvement.

- **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.

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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COMPETENCY REQUIREMENTS

Annex: O-13.1

Position: Administrative Assistant III (Mechanical Plant Operator III) (For Mechanical Shop)

Technical/Functional:

- **Troubleshooting, repairing and maintaining all equipment under the Mechanical Shop**
  Ability to effectively and efficiently troubleshoot, repair and maintain water pumps and other machineries by adopting cost-effective and prudent techniques.
- **Assessing and requesting needed materials and supplies to conduct repairs and maintenance activities**
  Ability to analyze, evaluate and request accurately materials, parts and supplies needed in performing daily tasks.
- **Cleaning, maintenance and safekeeping of all equipment and tools of the Mechanical Shop**
  Ability to sustain the cleanliness and orderliness of equipment and tools to ensure their functionality.

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.
- **Leadership**
  Ability to motivate and inspire people to deliver results and make changes in terms of process, people and 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.

Core:

- **Service**
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- **Professionalism**
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COMPETENCY REQUIREMENTS

Annex: OM-2

Position: Administrative Aide VI (Mechanical Plant Operator II) (Mechanical Shop)

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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Technical/ Functional:

- **Operation of Mechanical Systems** Ability to operate and monitor various mechanical equipment such as Fans, blowers, Elevator lift system.
- **Preventive Maintenance** Ability to Conducts scheduled maintenance activities to ensure the efficient performance and longevity of equipment.
- **Welding and Fabrication** Ability to Perform basic to intermediate welding and metal works needed for mechanical repair and maintenance.
- **Equipment Inspection and Testing** Ability to Conduct operational testing and safety inspections to ensure compliance with technical standards.
- **Tool and Equipment Handling** Ability to Properly uses and maintains hand tools, power tools, and measuring instruments necessary for mechanical works.
- **Recordkeeping and Documentation**
  Accurately records operational data, maintenance logs, and repair activities for monitoring and reporting.

Organizational:

- **Work Ethics**
  Ability to work with clients, patients, and staff professionally and uphold high ethical standards in handling Mechanical equipment and systems.
- **Inter-Personal Relationship**
  Ability to coordinate effectively with medical staff, superiors, and fellow technicians to ensure reliable Mechanical service.
- **Oral/Written Communication**
  Ability to communicate clearly incidents, reports, and system status either verbally or in writing.
- **Self-Projection**
  Ability to project confidence and calmness during system emergencies or critical operations.
- **Time Management**
  Ability to prioritize tasks, conduct timely checks, and ensure prompt reporting and documentation.

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COMPETENCY REQUIREMENTS

Annex: OM-2.1

Position: Administrative Aide IV (Mechanical Plant Operator I) (Mechanical Shop)

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:

- **Operation of Mechanical Systems**
  Ability to provide assistance in the operation and monitoring of mechanical equipment such as fans, blowers, and elevator lift system under supervision.
- **Preventive Maintenance** Ability to provide assistance in cleaning, lubrication, and visual checks of mechanical equipment to support scheduled preventive maintenance.
- **Welding and Fabrication Assistance** Ability to accomplish simple metal works, fitting, and fabrication activities as directed by higher-level operators or technicians.
- **Equipment Inspection Support** Ability to provide assistance in routine inspection and functional checks of mechanical systems, reporting any abnormalities or defects.
- **Tool and Equipment Handling** Ability to use hand tools and basic measuring instruments properly and safely during assigned maintenance tasks.
- **Recordkeeping and Documentation** Ability to provide assistance in recording operational readings, maintenance logs, and work performed in designated forms or checklists.

Organizational:

- **Work Ethics**
  Ability to work with clients, patients, and staff professionally and uphold high ethical standards in handling Mechanical equipment and systems.
- **Inter-Personal Relationship**
  Ability to coordinate effectively with medical staff, superiors, and fellow technicians to ensure reliable Mechanical service.
- **Oral/Written Communication**
  Ability to communicate clearly incidents, reports, and system status either verbally or in writing.
- **Self-Projection**
  Ability to project confidence and calmness during system emergencies or critical operations.
- **Time Management**
  Ability to prioritize tasks, conduct timely checks, and ensure prompt reporting and documentation.

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COMPETENCY REQUIREMENTS

Annex: S
Position: Administrative Officer I

Core:

- **Service**
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Technical/Functional:

- **Preparing Requisition**
  Ability to consolidate, review and prepare requisitions for medical, office, and housekeeping supplies of the unit.
- **Procurement and Supply Management Support and Other Needs**
  Ability to facilitate requests for purchase of equipment, monitoring of office supplies and equipment, maintenance of inventory records, and other needs of the unit.
- **Preparing Reports**
  Ability to consolidate different statistical reports in the preparation of annual reports, budget proposals and other plans or activities of the unit.
- **Information and Communications Technology (ICT) Proficiency**
  Ability to utilize office productivity tools and electronic systems (MS Word, MS Excel, Databases, document routing & communication platforms) to efficiently perform administrative tasks and ensure data accuracy and security.

Technical/Functional:

- **Communications**
  Ability to screen, prepare, review and file all forms of communications, notices, minutes of meetings and other correspondences for action/signature of the Chair and for the safekeeping of the unit.
- **Performing Other Tasks**
  Ability to perform other tasks as may be assigned by the Chair/Chief.

Organizational:

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

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COMPETENCY REQUIREMENTS

Annex: IT-1.1

Position: Administrative Aide VI (Data Entry Machine Operator 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:

- **Technical Skills**
  Ability to provide technical support to end-users in the maintenance of networked computers, switches and other Information Technology (IT) equipment.
- **Analytical Skills**
  Analyzing data, identifying problems and developing solutions.
- **Adaptability**
  Adjust to changing priorities and new technologies.
- **Communications**
  Effectively communicating technical information to both technical and non-technical audiences.
- **Performing Other Tasks**
  Ability to perform other tasks as may be assigned by the Chief.

Organizational:

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

Annex: LB-6
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**
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Technical/Functional:

- Ability to use Microsoft and Excel computer programs.
- Ability to identify different specimens for laboratory tests.
- Ability to use Laboratory Information System (LIS).
- Ability to adopt and use financial system of PGH (open-erp).
- Good communications skills in giving instruction to patient and watchers.
- Ability to memorize different laboratory exams and their abbreviations.
- Ability to do muti tasking.
- Have a good speed in computer typing.

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: J
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.

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**
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COMPETENCY REQUIREMENTS

Annex: HP-3
Position: Health Physicist 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:

Supervising
Ability to oversees the execution of radiation therapy procedures and ensure compliance with established safety protocols, clinical standards, and institutional priorities.

Planning and Organizing
Ability to design, implement, and monitor radiation safety programs, clinical dosimetry, and quality assurance programs aligned with regulatory requirements and operational goals. Coordinates with radiation oncologists, radiotherapy technologists, and regulatory bodies.

Decision Making
Ability to make timely, evidence-based decisions related to treatment planning, equipment performance, QA failures, and radiation incidents, prioritizing staff and patient safety and clinical outcomes.

Integrity and Professional Accountability
Ability to uphold transparency, ethical conduct, and accountability in clinical practice, documentation, and regulatory compliance, especially in high-risk and high-stakes situations.

Communication and Interpersonal Skills
Ability to communicate clearly and effectively with the management, supervisors, colleagues and multidisciplinary teams. Able to explain complex technical issues to clinicians, regulatory staff, andjunior personnel. She/He has a good oral and written communication skills.

Teaching and Mentoring
Ability to provide training, supervision, and mentorship in medical physics principles and practical applications to interns, residents, and allied health professionals.

Initiative and Accountability
Ability to proactively identify and resolve clinical or technical operational issues and to take responsibility for the quality and safety of actions outcomes, especially in high-risk situations.

Technical/Functional:

- **Clinical Dosimetry**
  Ability to compute, verify, and approve accurate dose calculations for external beam radiotherapy (e.g. EBRT and IORT) and brachytherapy, Using both treatment planning system (TPS) and manual calculation methods.

- **Quality Assurance**
  Ability to design, perform, and interpret results of QA tests on LINACs, IORT, TPS, OIS, and brachytherapy systems as per national and international standards.

- **Radiation Protection**
  Ability to enforce radiation protection policies as the Radiation Protection Officer (RPO) or in coordination with the RPO, ensuring full compliance with PNRI and DOH regulations.

- **Regulatory Compliance and Reporting**
  Ensure facility has an updated license from PNRI and DOH-FDA, a government statutory agencies. Ability to maintain regulatory compliance by preparing reports, fulfilling documentation requirements related to licensing, safety, and incident reporting.

- **Technology Integration and Commissioning**
  Ability to lead or participate in the commissioning of radiotherapy equipment and associated software, including TPS modeling, and integration of novel techniques (e.g., SBRT, IORT, SRS, VMAT, TBI) with minimal supervision.

- **Emergency Response and Safety Culture**
  Ability to establish, implement protocols, and lead emergency responses for equipment failure, treatment interruptions, or radiation incidents, fostering a proactive safety culture among the staff within the department.

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COMPETENCY REQUIREMENTS

Annex: MLT-3
Position: Medical Laboratory Technician III (Laboratories)

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.

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.

Leadership/Managerial:

- **Nurturing Interpersonal Relationship**
  Ability to motivate co-workers and resolve conflicts in a peaceful manner.
- **Stress Management**
  Ability to handle the innate stresses of the hospital, workplace and the demands of the duties.

Technical/Functional:

- **Efficiency of Processes**
  Ability to assist laboratory test and provide accurate and precise results electronically.
- **Equipment Calibration and Maintenance**
  Ability to assist in the performance of quality control on chemicals, reagents/supplies and proper safekeeping/storage.
- **Supply Management**
  Ability to monitor availability of supply needed for the preparation of media.
- **Preparation of Documents**
  Ability to assist in preparing reports relative to the function of the section.
- **Conformance to Protocol**
  Ability to follow safety standard precautions, quality standard procedures and other regulatory requirements.

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COMPETENCY REQUIREMENTS

Annex: MLT-2
Position: Medical Laboratory Technician 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:

- **Scheduling and Charging of Nuclear Medicine Procedures**
  Ability to schedule, encode, charge through OERP and charge slip to all Nuclear Medicine procedure requested.
- **Assisting in RAI Therapy**
  Ability to assist the Medical Technologist in the administration of radioactive treatment of I-131 therapy.
- **Releasing of Results**
  Ability to record, type and release results of Nuclear Medicine procedures.

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: LT - 1

Position: Laboratory Technician 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**
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Technical/Functional:

- Accurately enters patient and imaging data, maintains logs for radiopharmaceuticals and Nuclear Medicine/PET CT procedures.
- Assist in documentation for DOH/PNRI and radiation safety protocols.
- Prepares forms, schedules, and reports needed for audit and inspection.
- Coordinates with staff for smooth patient flow and imaging service.
- Supports radiopharmaceutical ordering, inventory tracking and recordkeeping under supervision.

Organizational:

- **Work Ethics**
  Demonstrates integrity, reliability, and adherence to professional standards in handling specimens, data, and patient confidentiality.
- **Decision Making**
  Applies sound judgment in routine laboratory tasks and escalates complex cases appropriately to senior staff.
- **Inter-Personal Relationship**
  Maintains respectful and collaborative relationships with colleagues, patients, and supervisors.
- **Oral/Written Communication**
  Communicates clearly and accurately in both verbal reports and written documentation.
- **Self-Projection**
  Projects a professional demeanor and represents the laboratory with confidence and accountability.
- **Time Management**
  Efficiently prioritize tasks to meet workload demands and turnaround times without compromising quality.