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: 19-Dec-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	Administrative Assistant IV (Painter General Foreman)	UPSB-ADAS4-165-2004	10	25586	High School Graduate (prior to 2016), OR Completion of Grade 10/ Junior High School (starting 2016)	8 hours of relevant training	2 years of relevant experience	Painter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-32	Philippine General Hospital

2	Administrative Assistant II (Carpenter Foreman)	UPSB-ADAS2-2385-2004	8	21448	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	Carpenter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-4.1	Philippine General Hospital
3	Administrative Aide VI (Mechanical Plant Operator II)	UPSB-ADA6-2321-2004	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 O-2.1	Philippine General Hospital
4	Administrative Aide IV (Driver II)	UPSB-ADA4-3024-2004	4	16833	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996, as amended, Cat. IV)	Pls. see attached Annex O-28	Philippine General Hospital

5	Administrative Assistant II (Air-Conditioning Technician II)	UPSB-ADAS2-2157-2004	8	21448	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	Air-Conditioning Technician (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-20	Philippine General Hospital
6	Draftsman II	UPSB-DFM2-12-1998	8	21448	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)	4 hours of relevant training	1 year of relevant experience	Draftsman (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-13.1	Philippine General Hospital

7	Administrative Aide VI (Mechanic II)	UPSB-ADA6-2300-2004	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	Mechanic (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-3	Philippine General Hospital
8	Administrative Aide V (Painter II)	UPSB-ADA5-777-2004	5	17866	Elementary School Graduate	None required	None required	Painter (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex O-15	Philippine General Hospital
9	Administrative Aide IV (Clerk II)	UPSB-ADA4-3013-2004	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 P-11	Philippine General Hospital
10	Administrative Aide VI (Clerk III)	UPSB-ADA6-2106-2004	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 OR-1	Philippine General Hospital

11	Medical Technologist II	UPSB-MDTK2-140-1998	15	40208	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080	Pls. see attached Annex AB-2	Philippine General Hospital
12	Administrative Assistant II (Management and Audit Assistant)	UPSB-ADAS2-2565-2004	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 IA-4	Philippine General Hospital
13	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4179-2004	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

14	Administrative Assistant III (Communications Equipment Operator III)	UPSB-ADAS3-1445-2004	9	23226	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)	4 hours of relevant training	1 year of relevant experience	Communications Equipment Operator (MC 11, s. 1996, as amended, Cat. II)	Pls. see attached Annex P-3	Philippine General Hospital
15	Nursing Attendant I	UPSB-NATT1-135-1998	4	16833	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex NA-1	Philippine General Hospital

16	Nursing Attendant I	UPSB-NATT1-165-1998	4	16833	Elementary School Graduate	None required	None required	None required (MC 11, s. 1996, as amended, Cat.III)	Pls. see attached Annex NA-1	Philippine General Hospital
17	Medical Specialist III (Part-Time)	UPSB-MDSPT3-13-2019	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
18	Medical Specialist III (Part-Time)	UPSB-MDSPT3-191-2020	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital
19	Medical Specialist III (Part-Time)	UPSB-MDSPT3-87-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	Philippine General Hospital

20	Medical Specialist III (Part-Time)	UPSB-MDSPT3-67-1998	24	49092.5	Doctor of Medicine	8 hours of relevant training	2 years of relevant experience	RA 1080	Pls. see attached Annex MS	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 29, 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-32
Position: Administrative Assistant IV (Painter General Foreman)

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
Technical/Functional: • **Painting Works** – Ability to perform painting works on ceiling, doors, walls, furniture, floors and structures • **Quality Control –** Ability to inspect and ensure all surfaces and finished work meet specifications and quality standards • **Safety Management –** Ability to enforce safety protocols, conduct safety meetings and ensure compliance with all current and relevant regulations • **Material and Equipment Management** – Ability to monitor, request, allocate and manage painting materials, equipment and tools • **Technical Guidance** – Ability to provide expertise on surface preparation, painting mixture, application techniques • **Computer Skills** – Ability to operate standard personal computer and use available computer software, applications and technology
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 • **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: O-4.1
Position: Administrative Assistant II (Carpenter Foreman)

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

Technical/Functional:

- **Supervising** – Ability to assign, direct, manage, plan and monitor effectively and efficiently the performance of the Carpenters by implementing appropriate standards consistent with government and hospital policies, rules and regulations
- **Carpentry Works** – Ability to perform appropriate and reasonable repair/replacement of building appurtenances through cost effective and prudent utilization of resources
- **Evaluating Job Order Requests (JORs)** – Ability to evaluate accurately, completely and consistently all Carpentry JORs received
- **Conducting Inspection and Preventive Works** – Ability to perform regular and systematic inspection and conduct reasonable preventive works through economic and practical methods
- **Preparing and Submitting Schedule of Carpenters** – Ability to organize systematically the manpower of the Carpentry Section through appropriate allocation to meet the requirements of the hospital

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
- **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: O-2.1
Position: Administrative Aide VI (Mechanical Plant Operator II)

Technical/Functional:

- **Maintaining and operating the Refrigeration and Air-conditioning System**
  Ability to effectively and efficiently maintained and operated the Refrigeration and Air-conditioning System
- **Performing Preventive Maintenance, repair and check-up of the Refrigeration and Air-conditioning System**
  Ability to conduct appropriate, regular and timely inspection and preventive maintenance on the equipment of the Refrigeration and Air-conditioning System.
- **Monitoring, Recording and Endorsing reports and status of all the equipment of the Refrigeration and Air-conditioning System**
  Ability to monitor, record and provide accurate and complete data on the endorsement log sheet and accomplished JORs.
- **Monitoring and Maintaining Tools and Equipment**
  Ability to select, operate, and maintain tools, and equipment effectively and efficiently, and safely to successfully complete a task; ability to conduct regular and timely checks and preventive maintenance to ensure these implements remain in good working condition and request for their replacement, as maybe necessary
- **Accomplishment of Job Order Requests (JORs)**
  Ability to accomplish JORs accurately, completely and within reasonable time; ability to conduct evaluation and provide feedback to the immediate supervisor

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **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**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
  Adherence to courtesy, honesty and responsibility in the discharge of one's duty
- **Integrity**
  Having moral discernment which is doing the right thing at all times and in all circumstances.
- **Compassion**
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- **Excellence**
  Demanding more from ourselves than our clients do.

• **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	

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COMPETENCY REQUIREMENTS

Annex: O-28
Position: Administrative Aide IV (Driver 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:

- **Conveying Passenger**
  Ability to transport promptly and safely PGH staff and other authorized passengers to their official destination through validated and approved trip tickets received from the supervisor.
- **Checking and Maintaining assigned Vehicles and Accessories**
  Ability to technically check and maintain assigned vehicles and accessories through regular inspection and reasonable upkeep.
- **Monitoring and Reporting Damaged/ Defective parts of assigned Vehicle**
  Ability to monitor regularly, perform appropriate and timely preventive maintenance and report promptly damaged/defective parts of assigned vehicles to the immediate supervisor.

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.
- **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-20

Position: Administrative Assistant II (Air-conditioning Technician II)

Technical/Functional:

- **Troubleshooting, repairing and maintaining all Air-conditioning equipment of the hospital**
  Ability to effectively and efficiently troubleshoot, repair and maintain air-conditioning equipment 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.
- **Reporting**
  Ability to prepare and submit evaluation report and feedback on Job Order Request accomplishment and elevate concerns and issues to the Supervisor to expedite completion of assigned tasks
- **Cleaning, maintenance and safekeeping of all equipment and tools of the Refrigeration and Air-conditioning Section**
  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**
  Having the commitment to place customer satisfaction at the core of our organization's business.
- **Professionalism**
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- **Integrity**
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Annex: O-13.1
Position: DRAFTSMAN II

COMPETENCY REQUIREMENTS

Core:

- **Service** – Having the commitment to place customer satisfaction at the core of the organization's business
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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 and Implementation**– Ability to provide assistance in conducting, coordinating and contributing knowledge and information related to infrastructure planning and implementation aligned to current requirements and standards
- **Communication** – Ability to clearly convey and receive messages to meet the needs of all; ability to express and present recommendations and inputs for submission of reports and updates on project implementation
- **Records Management** – Ability to organize and provide assistance in maintaining, managing and updating, 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 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
- **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-3
Position: Administrative Aide VI (Mechanic II)

Technical/Functional:

- **Performing Preventive Maintenance, repair and check-up of the Refrigeration and Air-conditioning System**
  Ability to conduct appropriate, regular and timely inspection and preventive maintenance on the equipment of the Refrigeration and Air-conditioning System.
- **Evaluating, Monitoring, and Recording evaluation reports on requirements for the repair of refrigeration and air-conditioning equipment of the hospital**
  Ability to evaluate, monitor, and record accurate, complete and timely data related to repair works related to refrigeration and air-conditioning equipment of the hospital.
- **Monitoring and Maintaining Tools and Equipment**
  Ability to select, operate, and maintain tools, and equipment effectively and efficiently, and safely to successfully complete a task; ability to conduct regular and timely checks and preventive maintenance to ensure these implements remain in good working condition and request for their replacement, as maybe necessary
- **Accomplishment of Job Order Requests (JORs)**
  Ability to accomplish JORs accurately, completely and within reasonable time; ability to conduct evaluation and provide feedback to the immediate supervisor

Organizational:

- **Work Ethics**
  Ability to deal with clients and other parties in a professional manner and conforming to high ethical standards.
- **Decision Making**
  Ability to provide objective decisions on problems affecting work; ability to exercise sound judgment at all times and can think positively by oneself.
- **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**
  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.
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• **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	

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Annex: O-15

Position: Administrative Aide V (Painter II)

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
Technical/Functional: • **Painting Works** – Ability to perform painting works on ceiling, doors, walls, furniture, floors and structures • **Safety Management** – Ability to enforce safety protocols, conduct safety meetings and ensure compliance with all current and relevant regulations • **Material and Equipment Management** – Ability to assist in monitoring and allocating painting materials, equipment and tools; ability to provide information on utilization rate of materials, supplies, equipment and tools in aid of planning and procurement • **Reporting** – Ability to prepare and submit evaluation report and feedback on Job Order Request accomplishment and elevate concerns and issues to expedite completion of assigned tasks
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 • **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: P-11

Position: Administrative Aide IV (Clerk II)

Core:

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

Organizational:

- **Integrity**
  Demonstrates honesty and adheres to ethical standards in dealing with patients and staff.
- **Commitment to Public Service**
  Shows dedication to providing quality service and upholding the rights of patients and citizens.
- **Teamwork and Collaboration**
  Works effectively with colleagues across departments to resolve concerns and implement initiatives.

Technical/Functional:

- **Knowledge of ARTA/EODB Law (RA 11032)**
  Understands the Anti-Red Tape Authority mandates and service standards compliance.
- Understands the Data Privacy Act of 2012
- **Records and Case Documentation**
  Accurately documents patient complaints, resolutions, and ARTA-related reports and correspondence.
- **Monitoring and Evaluation**
  Tracks and evaluates complaints and ARTA initiatives to provide reports and recommendations.
- **Stakeholder Coordination**
  Coordinates with hospital departments, management, and external agencies to address issues and implement improvements.
- **Office and Report Management**
  Proficient in preparing memos, reports, and official communications; skilled in using MS Office or relevant administrative tools.
- **Customer Service Orientation**
  Responds promptly, empathically, and effectively to the needs and concerns of patients and their families.
- **Conflict Resolution and Mediation**
  Manages difficult conversations, resolve complaints, and de-escalates tension professionally.
- **Communication Skills**
  Able to communicate clearly, concisely, and respectfully both orally and in writing.
- **Interpersonal Sensitivity**
  Demonstrates empathy, patience, and tact in dealing with various types of clients and personalities.
- **Process Facilitation**
  Efficiently facilitates service transactions and guides clients through processes and requirements.

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COMPETENCY REQUIREMENTS

Annex: OR-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.

Technical/Functional:

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

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 improvement.
- **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.
- **Data Privacy**
  Ability to keep confidential matter as well as ability to adhere to data privacy

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COMPETENCY REQUIREMENTS

Annex: AB-2

Position: Medical Technologist 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:

- **Supply Management**
  Ability to monitor the safekeeping, proper utilization, maintenance of chemical/reagents and general supplies of the section.
- **Efficiency of Process**
  Ability to perform arterial blood extraction and process the specimen accurately (10-15 min/patient).
- **Encoding of Patient's Examination**
  Ability to encode patient's data and charging Patient Services.
- **Preparation of Documents**
  Ability to prepare and submit monthly report of the section.
- **Conformance to Protocol**
  Ability to follow safety standard precautions, quality standard procedures and other regulatory requirements.
- **Equipment Calibration and Maintenance**
  Ability to perform quality control preparation/preventive maintenance of equipment.
- **Training**
  Ability to ensure laboratory practices to meet appropriate standards and new technology for career and personal growth.

Organizational:

- **Delivering Service Excellence**
  Ability to provide competent, advanced, quality, timely and globally competitive laboratory services to all patients.
- **Work Ethics**
  Ability to deal with patients and other clients in a professional manner and conforming to a high ethical standard in the workplace.
- **Inter-Personal Relationship**
  Good interpersonal relationships with fellow employees, superiors and clients.
- **Time Management**
  Punctuality and ability to perform and finished assigned tasks within the specified time.
- **Effective Communication (Oral/Written)**
  Ability to express oneself in a polite and effective manner and to interact with other people effectively whether verbal or non-verbal.
- **Teamwork**
  Ability to work and coordinate well with various sections and department of the hospital.
- **Planning and Delivering**
  Systematic planning and organizing abilities towards improved services.

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COMPETENCY REQUIREMENTS

Annex: IA-4

Position: Administrative Assistant II (Management and Audit Assistant)

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:

- **Time management**
  Ability to finish/complete the job promptly and to come on time during official functions, meetings and other engagement.
- **Business Ethics**
  Ability to deal with clients, business partners, and other parties in a professional manner and conforming to high ethical standards as provided in the code of ethics for public official/employee and as an internal auditor.
- **Self-projection**
  Ability to project positive and pleasant outlook through personal grooming and dressing.
- **Interpersonal Relationship**
  Ability to deal with superiors and with fellow employees courteously, fairly and inspire people to achieve company goals.
- **Stress management**
  Ability to be always calm and composed in dealing with her/his work even when under pressure.

Technical/Functional:

- Ability in conducting inspection of delivered goods in an orderly manner following the rules as per COA Manual on Property Inspection and the existing hospital policies and procedures.
- Ability in preparing accurate inspection report to support the release of payment to the supplier concerned.
- Ability in conducting inspection of unserviceable equipment, supplies and other materials in accordance with COA and the existing hospital policies and procedures.
- Ability to conduct inspection in the daily disposal of biological waste (Hazardous and Non-Hazardous) and prepare monthly disposal report.
- Ability to conduct Pre and Post Repair Inspection of unserviceable equipment and prepare report.
- Adequately equipped with knowledge in application of official electronic and digital platforms, intermediate level of computer skills to efficiently manage the existing eUP applications (PUSO, PGH Portal, etc.)
- Proficient in performing diverse administrative functions.
- Ability to safekeep, monitor and control the unit's document and records in accordance with the existing office policies and procedures.
- Ability in conducting audit engagement works including spot inventory/ surprise count of supplies and materials, adhering to internal control principles and conforming to approved evaluation and survey plans, internal auditing programs and accepted internal auditing standards.

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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**
  Ability to interact with other people and convey thoughts whether verbal or non-verbal.
- **Self-Projection**
  Ability to exude an aura of confidence in all undertakings and to carry one's self calm and composed in times of difficulties
- **Time Management**
  Ability to spend time wisely and productively and to report on time to work, meetings and other engagements.

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COMPETENCY REQUIREMENTS

Annex: P-3

Position: Administrative Assistant III (Communications Equipment Operator III)

Core:

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

Organizational:

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

Leadership/Managerial:

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

Technical/Functional:

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

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COMPETENCY REQUIREMENTS

Annex: NA-1
Position: Nursing Attendant I

Core:

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

Technical/Functional:

- **Basic Patient Care**
  Performs basic patient care tasks: vital signs measurement, hygienic measures, and basic bedside care (i.e. cleaning the client's area, provision of clean linen and its monitoring, client's nutritional intake, activities of daily living).
- **Patient Safety**
  Understands and adheres to patient safety standards; Identifies and reports unsafe conditions or patient-related risks to nurses immediately.
- **Health Education**
  Assists in health teachings that strengthen patient and family- centered care and reinforces institutional policies.
- **Interdisciplinary Collaboration**
  Cooperates with nurses and allied staff during patient care and procedures.

Technical/Functional:

- **Digital Literacy**
  Uses basic digital tools or records entries as directed while ensuring data privacy protocols.
- **Resource Management**
  Properly clean, store, and transport equipment and instruments, including replenishment of basic supplies.
- **Research, Innovations, Evidence-based Practice, and Continuous Quality Improvement**
  Participates in research, innovative projects, and/or initiatives anchored in scientific evidence.
- **Education and Training**
  Participates in in-service training and basic skills development.

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: M.S
Position: Medical Specialist

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:

- **Regular Rounds**
  Ability to personally make rounds with the residents in his or her service at least once a week.
- **Availability to Receive Referrals or Consults**
  Ability to accommodate and receive referrals or consults from the service residents regarding the care of their patients even if they are not physically present in the wards.
- **Evaluation of Residents**
  Ability to objectively evaluate clinical performance of residents using a standard evaluation tool.

Organizational:

- **Organizing**
  Ability to train residents and other medical students, help in research activities of the residents, support in rendering services to patients, as well as scientific and professional activities of the department, in line with the mission and vision of the department.
- **Leading**
  Ability to lead the residents, in conformity and observance to hospital policies.
- **Departmental Responsibilities**
  Ability to be in charge of various clinical posts of the department, rendering quality services available from the department to patients and clinicians.
- **Supervision of Residents**
  Ability to supervise and teach residents on how patients in the wards should be managed.
- **Communication with other Consultants**
  Ability to communicate with consultants of other services, if needed, regarding administrative problems in the care of the service's patients, and suggest solutions for such.
- **Time Management**
  Ability to come on time during official functions, engagements and meetings.
- **Professional/Ethical Conduct**
  Ability to deal with patients and hospital personnel in a professional manner and conforming to high ethical standards.
- **Self-projection**
  Ability to project a positive and pleasant outlook through personal grooming and dressing.
- **Inter-personal Relationship**
  Ability to deal with superiors courteously and with fellow employees fairly and inspire people to achieve hospital goals.