

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES in the CSC website:

PATRICIA B. ARINTO

Dean

Date: March 25, 2025

| 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 (if applicable) | |
| 1 | Administrative Aide VI (Clerk III) | UPSB-ADA6-2123-2004 | 6 | 18,957 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional)/ First Level Eligibility | 1. Computer proficiency especially in MS applications. 2. Excellent communication (written and oral) skills in English. 3. Ability to work well with others in an organizational setting. 4. Good work ethic. | Division of Management |

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 04, 2025.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES), if applicable, which can be downloaded at www.csc.gov.ph;
2. Authenticated copy of Diploma and Transcript of Records issued by the University Registrar;
3. Authenticated copy of Career Service Eligibility issued by the Civil Service Commission;
4. Certified photocopy of performance rating in the last rating period of current or last employment or Certification of GWA for fresh graduates;
5. Certificate of attendance in training programs/courses, seminars, and workshops for the last five (5) years, if applicable;
6. Certificate of employment issued by the HRMO or authorized official (only for work experience relevant to the job);
7. Certificate of Accomplishments (Awards/Citation/Commendation and Innovations/Systems Improvements);
8. Certificate of public service rendered (community outreach services and affirmative action, direct extension services, and scholarly/technical assistance services).

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

PATRICIA B. ARINTO
Dean
c/of HRDO, UP Tacloban College
hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.