

Republic of the Philippines  
University of the Philippines  
TACLOBAN COLLEGE

JOB OPPORTUNITIES

Date: **06 May 2025**

No.	Position Title	Appointment Status	Salary/Job /Pay Grade	Monthly Salary	Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III (Mechanic III)	UP Contractual	9	23,226.00	Highschool graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	MC 10, s. 2013, Cat. II	1. Skilled in operating and maintaining various types of university vehicles in a safe and efficient manner 2. Knowledgeable in basic vehicle diagnostics, repair, and preventive maintenance 3. Familiar with traffic rules and government transport regulations 4. Demonstrates reliability, punctuality, and professionalism in all assignments	Office of the Dean
2	Administrative Assistant II (Audio-Visual Aide Technician II)	UP Contractual	8	21,448.00	Highschool graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	MC 10, s. 2013, Cat. II	1. Skilled in setting up, operating, and troubleshooting audio-visual equipment and systems 2. Knowledgeable in basic maintenance and repair of AV tools, including projectors, sound systems, and recording devices 3. Capable of coordinating AV logistics for events, meetings, and academic activities	Office of the Associate Dean for Administration
3	Administrative Assistant III (Senior Bookkeeper)	UP Contractual	9	23,226.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	1. Proficient in maintaining accurate and up-to-date financial records 2. Skilled in account reconciliation and financial reporting 3. Upholds integrity, transparency, and accountability in financial processes 4. Computer proficiency especially in MS applications	Accounting Office
4	Administrative Officer IV (Accountant II)	UP Contractual	16	43,560.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	1. Proficient in preparing accurate and timely financial reports in compliance with government accounting standards 2. Knowledgeable in using financial systems and platforms 3. Upholds integrity, transparency, and accountability in financial processes	Accounting Office
5	Project Development Officer I	UP Contractual	11	30,024.00	Bachelor's degree	None required	None required	Career Service (Professional)/ Second Level Eligibility	1. Knowledgeable in project planning and implementation 2. Capable of conducting research and data analysis 3. Proficient in the utilization of appropriate software and tools for project management, data analysis, and documentation	Campus Development and Maintenance Office
6	Plumber II	UP Contractual	5	17,866.00	Elementary school graduate	4 hours of relevant training	1 year of relevant experience	MC 10, s. 2013, Cat. II	1. Experienced in diagnosing and repairing defective pipes, fittings, and fixtures 2. Proficient in installing, assembling, and maintaining plumbing systems 3. Good work ethic 4. Ability to work well with others in an organizational setting	Campus Development and Maintenance Office

7	Administrative Assistant III (Storekeeper III)	UP Contractual	9	23,226.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	1. Ability to maintain accurate records of supplies and equipment 2. Capable of conducting inventory and disposal of unserviceable items in compliance with government regulations 3. Computer proficiency especially in MS applications 4. Upholds integrity and confidentiality in handling university properties and records.	Supply and Property Management Office
8	Administrative Assistant II	UP Contractual	8	21,448.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	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	Office of Student Affairs
9	Guidance Services Associate II	UP Contractual	14	37,024.00	Master's degree in Guidance and Counseling	4 hours of relevant training	1 year of relevant experience	RA 1080 (Guidance Counselor)	1. Proficient in providing counseling and guidance services to support students' academic, personal, and career development 2. Knowledgeable in organizing and facilitating guidance programs, workshops, and seminars aimed at student well-being 3. Upholds ethical practices and confidentiality in handling sensitive student information 4. Good communication skills	Office of Student Affairs
10	Administrative Aide VI (Clerk III)	UP Contractual	6	18,957.00	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	Gender and Development Program / Office of the Anti-Sexual Harassment

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 **20 May 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](http://www.csc.gov.ph);
2. Authenticated copy of Diploma and Transcript of Records issued by the Registrar or Certificate of Highest Educational Attainment issued by DepEd or CHED;
3. Authenticated copy of Career Service Eligibility issued by the Civil Service Commission and or Board Ratings and Professional License issued by the Professional Regulation 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).

**Complete** applications should be submitted in hard copy to:

**Prof. PATRICIA B. ARINTO**  
Dean  
c/o Human Resource Development Office  
UP Tacloban College, Tacloban City  
[hrdo.uptacloban@up.edu.ph](mailto:hrdo.uptacloban@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**