

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES
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:

PATRICIA B. ARINTO

Dean

Date: February 24, 2026

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 Aide I (Utility Worker I)	UPSB-ADA1-853-2004	1	14,634.00	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Cat. III)	1. Basic knowledge in refrigeration and airconditioning and electrical maintenance. 2. Ability to work with a team. 3. Attention to detail. 4. Good interpersonal and communication skills.	Campus Development and Maintenance Office
2	Administrative Aide I (Utility Worker I)	UPSB-ADA1-851-2004	1	14,634.00	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013 - Cat. III)	1. Basic knowledge in housekeeping, ground maintenance and plant propagation. 2. Ability to work with a team. 3. Attention to detail. 4. Good interpersonal and communication skills.	Campus Development and Maintenance Office
3	Administrative Assistant II (Human Resource Management Assistant)	UPSB-ADAS2-2179-2004	8	22,423.00	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	1. Computer proficiency especially in MS applications. 2. Ability to work with a team. 3. Attention to detail. 4. Good interpersonal and communication skills.	Human Resource Development Office

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

March 06, 2026

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.
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).

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 their application to:

PATRICIA B. ARINTO

Dean

Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City

hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.