Republic of the Philippines
University of the Philippines
TACLOBAN COLLEGE

JOB OPPORTUNITIES

Date: <u>February 24, 2026</u>

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 II (Administrative Assistant)	Contractual	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. Proficient in budget preparation, monitoring, and reporting. 2. Skilled in financial analysis and resource allocation. 3. Knowledgeable about financial systems. 4. Detail-oriented and accurate in budget documentation. 5. Able to work independently and manage tasks efficiently.	Budget Office
2	Administrative Assistant II (Audio-Visual Aids Technician II)	Contractual	8	22,423.00	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	Audio-Visual Equipment Operator/Technici an (MC 10, s. 2013, as amended-Cat. II)	1. Skilled in setting up, operating, and troubleshooting audio-visual (AV) equipment and systems. 2. Knowledgeable about 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	Two (2) Computer Programmer II	Contractual	15	42,178.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. With at least 1 year of developer experience. 2. With experience in RESTful API design and integration. 3. Knowledgeable in UI/UX design principles. 4. Knowledgeable in the use of web development frameworks such as Laravel, Vue.js, React, Node.js. 5. Able to design, implement, and maintain relational databases. 6. Proficient in using version control systems such as Git/GitHUB. 7. Has basic knowledge of Linux-based server environments, including setup, configuration, deployment, and maintenance of web applications. 8. Can communicate effectively with end users and produce clear technical documentation. 9. Knowledge in mobile development is a plus.	Office of the System Administrator

| 4 | Administrative Aide IV (Clerk II) | Contractual | 4 | 17,506.00 | Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12/Senior High School (starting 2016) | None | None | Career Service (Subprofessional)/ First Level Eligibility | 1. Computer proficiency especially in MS applications.
2. Ability to work with a team.
3. Good interpersonal and communication skills.
4. Good work ethic. | Teaching and Learning Resource Center |

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 ___06 March 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);
2. Hard copy of Performance rating in the last rating period (if applicable);
3. Hard copy of proof of eligibility/rating/license; and
4. Hard 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:

Prof. PATRICIA B. ARINTO
Dean
c/o Human Resource Development Office
UP Tacloban College, Tacloban City
hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.