

Republic of the Philippines  
**University of the Philippines Visayas**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 Visayas** in the CSC website:



**PATRICIA B. ARINTO**

Dean

Date: **04 November 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Laboratory Inspector I	UPSB-LABI1-2-1998	8	18,251.00	Completion of two (2) years studies in College	1 year of relevant experience	4 hours of relevant training	Laboratory Technician (CSC MC No. 10, s. 2013 - Category II)	1. Computer literate in MS applications. 2. Good interpersonal relationships. 3. Good work ethics	Division of Natural Sciences and Mathematics, UPV Tacloban College

**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 17 November 2021.**

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [csc.gov.ph](http://csc.gov.ph);
- 2 Original/Authenticated copy of Transcript of Records and Diploma issued by the University Registrar or Certification from the school deputized by CHED showing completion of at least 72 academic units.
- 3 Original/Authenticated copy of Career Service Eligibility as Laboratory Technician issued by the Civil Service Commission.
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (**July to December 2020 and January to June 2021**).
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
- 6 Certificate of employment issued by the HRMO or authorized official (only for work experience relevant to the job)
- 7 Certificate of Accomplishments (Awards/Citations/Innovations/Critical Incidents)

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

**PATRICIA B. ARINTO**

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

[dbrelles@up.edu.ph](mailto:dbrelles@up.edu.ph) or [mjmontes@up.edu.ph](mailto:mjmontes@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 6) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.**

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1	Administrative Aide VI (Clerk III)	UPSB-ADA6-2123-2004	6	16,200.00	Completion of two (2) years studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub- Professional)/First Level Eligibility.	1. Computer literate in MS applications. 2. Good written and oral communication. 3. Good interpersonal relationships. 4. Good work ethics.	Division of Management, UPV Tacloban College

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