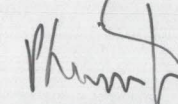


Republic of the Philippines
University of the Philippines
Request for Publication of Vacant Positions

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** in the CSC website:



PATRICIA B. ARINTO
Dean

Date: **12-Mar-24**

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	Administrative Aide IV (Clerk II)	UPSB-ADA4-3063-2004	4	15586	Completion of two (2) years of studies in College	None Required	None Required	Career Service (Sub- Professional)/First Level Eligibility.	1. Computer skills especially in MS applications. 2. Excellent communication (written and oral) skills. 3. Ability to work well with others in an organizational setting. 4. Good work ethic.	Office of the Dean, UP Tacloban College
2	Administrative Aide VI (Accounting Clerk II)	UPSB-ADA6-1959-2004	6	17553	Completion of two (2) years of studies in College	None Required	None Required	Career Service (Sub- Professional)/First Level Eligibility.	1. Basic skills in bookkeeping 2. Computer skills especially in MS applications. 3. Ability to work well with others in an organizational setting. 4. Good work ethic.	Accounting Office, UP 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 **March 22, 2024**.

- 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 from www.csc.gov.ph.
- 2 Authenticated Transcript of Records and Diploma issued by the University Registrar or Certification of the school deputized by CHED showing completion of at least 72 academic units.
- 3 Authenticated copy of Career Service Eligibility issued by the Civil Service Commission.
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2023 and July to December 2023), if applicable. Numerical and equivalent ratings must be indicated.
- 5 Certificate of attendance in training programs/courses, seminars, and workshops for the last five (5) years (April 2019 to March 2024), 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/Citations/Innovations/Critical Incidents), if applicable.

This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity for all men and women at all levels without discrimination, and regardless of age, gender, civil status, disability, religion, ethnicity, and political affiliation, including PWDs, members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to submit their applications via email **and** via courier or in person to:

Ms. Maria Vivian J. Montes
Administrative Officer IV (HRMO II)
Human Resource Development Office
UP Tacloban College,
Tacloban City
hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.