

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: **June 28, 2022**

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	Draftsman I	UPSB-DFM1-4-1998	6	16,877	Completion of 2 years in College/High School Graduate with relevant vocational/trade course	None required	None required	Draftsman (MC No. 10, s. 2013 - Category II)	1. Has basic knowledge in Engineering Construction and Planning and Design; 2. Demonstrates basic knowledge and skills in the use of computer software applications required by the job; 3. Adheres to the ethical standards of public office (RA 6713); 4. Has good interpersonal skills.	Physical Plant Office, UP Visayas 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 July 12, 2022.

- 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;
- 2 Authenticated Transcript of Records and Diploma issued by the University Registrar or Certification of Highest Educational Attainment issued by the Department of Education
- 3 Career Service Eligibility as Draftsman issued by the Civil Service Commission
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2021 and July to December 2021)
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (July 2017 to June 2022);
- 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)

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

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

Ms. Maria Vivian J. Montes

Administrative Officer IV (HRMO II)

Personnel Services Office, UPV Tacloban College, Tacloban City

psso.tac.upvisayas@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.