


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

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of the **University of the Philippines Visayas Tacloban College** in the CSC website:


VIRGILDO E. SABALO
 Dean

UPV Tacloban College

Date: 8/3/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Annual Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Driver 1)	UPSB-ADOF5-1089-2004	3-1	142,968/a	Elementary School Graduate	none required	none required	Professional Driver's License(MC 13,s.2013-Cat. IV	multi tasks responsibilities other than driving	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 **August 31, 2018**.

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport sized pictures (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
- 2 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2017 and July to December 2017)
- 3 Authenticated copy Transcript of Records and Diploma
- 4 Authenticated copy of Career Service Eligibility
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (from June 1, 2013 to May 31, 2018)
- 6 Certification of Accomplishments (Awards/Citations/Innovations/Critical Incidents)
- 7 Certificate of employment from previous employers (only for work experience relevant to the job).

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

Dr. Virgildo E. Sabalo
 Dean
 UPV Tacloban College
 Email: pbonida@yahoo.com or dbrelles@up.edu.ph or ehcatalla@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.