

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:

[Signature]
VIRGILDO E. SABALO
 Dean
 UPV Tacloban College

Date:

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	University Research Associate I	UPSB-UNIRA1-256-1998	12	265,788	Bachelor's degree	None Required	None Required	Career Service (Prof.) Second Level Eligibility		REIS - DNSM UPVTC

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 **October 01, 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.