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must be in MS Excel format

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

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:


VIRGILDO E. SABALO
Dean

Date: 08 October 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Human Resource Management Officer II)	UPSB-ADOF4-1156-2004	15	30,531.00	Bachelor's Degree relevant to the job.	Four (4) hours relevant training	One (1) year relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Exemplifies integrity. 2. Exemplifies excellent leadership skills (professionalism, commitment to work, quality service delivery, high valued decision making, exercises accountability and trust) 3. Coordinating Skills. 4. Efficiency and effectiveness in record management and utilization. 5. Excellent communication skills. 6. Delivering periodic unit/institutional reports. 7. Can work with calmness and has good disposition even when under pressure. 8. Good interpersonal skills. 9. Computer literate in MS applications.	Personnel Services Office, UPV Tacloban College, Tacloban City

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 22 October 2019.

- 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 Original authenticated copy of Transcript of Records and Diploma issued by the Registrar;
- 3 Original 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 (July to December 2018 and January to June 2019);
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (November 2014 to October 2019) ;
- 6 Certificate of employment from previous employers (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:

VIRGILDO E. SABALO

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

sao_upvtc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1-6) SHALL NOT BE ENTERTAINED.