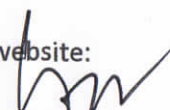


Republic of the Philippines
U.P.V. TACLOBAN COLLEGE
Request for Publication of Vacant Positions

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

Date:

NOV 14 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Financial Analyst II)	UPSB-ADOF4-1155-2004	15-1	29,010/mo.	Bachelor's degree relevant to job	4 hours. of relevant training	1 year of relevant experience	Career Service (Prof.) Second Level Eligibility	N/A	Accounting Office UPV Tacloban College
2	Administrative Assistant II (Cash Clerk III)	UPSB-ADAS2-2205-2004	8-1	17,209/mo.	Completion of 2 yrs. studies in College.	4 hours of relevant training	2 years of relevant experience	Career Service (Subprof.) First Level Eligibility	N/A	Cash Office, UPV Tacloban College
3	Administrative Aide VI (Clerk III)	UPSB-ADA6-1989-2004	6-1	14,340/mo.	Completion of 2 yrs. studies in College.	4 hours of relevant training	1 year of relevant experience	Career Service (Subprof.) First Level Eligibility	N/A	College Library, U.P. 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 **November 27, 2018.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (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 of 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. Certificate 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:

VIIRGILDO E. SABALO

Dean

U.P.VISAYAS TACLOBAN COLLEGE

ehcatala@up.edu.ph / dbrelles@up.edu.ph / pubonida@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.