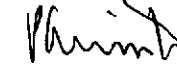


Republic of the Philippines
University of the Philippines Visayas
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC PO
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 Visayas** in the CSC website:



PATRICIA B. ARINTO

Dean

Date: 16 December 2020

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 Assistant II (Administrative Assistant)	UPSB-ADAS2-2181-2004	8	17,505.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) / First Level Eligibility.	1. Computer literate in MS applications. 2. Good written and oral communication. 3. Good interpersonal relationships. 4. Good work ethics. 5. Exemplifies integrity.	Office of the Dean, UPV Tacloban College
2	Administrative Aide VI (Clerk III)	UPSB-ADA6-2151-2004	6	15,524.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) / First Level Eligibility.	1. Computer literate in MS applications. 2. Exposure to library works.	College Library, 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 08 January 2021.

- 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/Diploma issued by the University Registrar or Certification from the school deputized by CHED showing completion of at least 72 academic units (whichever is applicable);
- 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 (January to June 2020 and July to December 2020);
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
- 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)

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

PATRICIA B. ARINTO

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

dbrelles@up.edu.ph or mjmontes@up.edu.ph

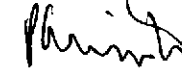
APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 6) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.

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University of the Philippines Visayas
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Dean

Date: 16 December 2020

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 Aide III (Utility Worker)	UPSB-ADA3-3668-2004	3	13,019.00	High School Graduate	None required	None required	None required	1. Good interpersonal relationships. 2. Good work ethics.	Campus Development and Maintenance Office, UPV Tacloban College

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- 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 Certificate of Highest Educational Attainment issued by DepEd/CHED
- 3 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2020 and July to December 2020);
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PATRICIA B. ARINTO

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

dbrelles@up.edu.ph or mimontes@up.edu.ph


APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 2) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (Nos. 3-7) SHALL NOT BE GIVEN CREDIT.

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

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Date: 16 December 2020

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	School Credits Evaluator	UPSB-SCE-80-1998	11	22,316.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/Second Level Eligibility.	1. Computer literate in MS applications. 2. Good written and oral communication. 3. Good interpersonal relationships. 4. Good work ethics. 5. Exemplifies integrity.	Office of the College Secretary, UPV Tacloban College
2	Administrative Officer I (Records Officer I)	UPSB-ADOF1-501-2004	10	20,219.00	Bachelor's Degree relevant to the job.	None required	None required	Career Service (Professional)/Second Level Eligibility.	1. Computer literate in MS applications. 2. Good written and oral communication. 3. Good interpersonal relationships. 4. Good work ethics. 5. Exemplifies integrity.	Office of the Dean, UPV Tacloban College

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- 3 Original authenticated copy of Career Service (Professional) Eligibility issued by the Civil Service Commission;
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2020 and July to December 2020);
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dbrelies@up.edu.ph or mjmontes@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 3) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (Nos. 4 to 7) SHALL NOT BE GIVEN CREDIT.