

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:

  
**PATRICIA B. ARINTO**  
Dean

Date: **23 December 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	UPSB-ADA6-2123-2004	6	16,200.00	Completion of two (2) years studies in College	1 year relevant experience	4 hours of relevant training	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.	Division of Management, 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 05 January 2022.**

- 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](http://csc.gov.ph);
- 2 Original/Authenticated copy of Transcript of Records and 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 (**July to December 2020 and January to June 2021**);
- 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](mailto:dbrelles@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.**