


Electronic copy to be submitted to the CSC
FO must be in MS Excel format

Republic of the Philippines
University of the Philippines
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** in the CSC website:


PATRICIA B. ARIVTO
Dean
Date: **March 1, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Minimum CSC Qualifications Standards				Competency (if applicable)	Place of Assignment
					Education	Experience	Training	Eligibility		
1	Information Systems Analyst I	UPSB-INFOSA1-6-2006	12	29,165.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional/Second Level Eligibility.	1. Knowledgeable in Windows and Linux/Ubuntu Operating Systems; 2. Knowledgeable in installing, configuring, and managing the Internet connectivity, network servers, and network equipment.	System Administrator's Office, UP Visayas 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 **March 13, 2023**.

- 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;
 - Authenticated Transcript of Records and Diploma issued by the University Registrar.
 - Authenticated copy of Career Service Eligibility issued by the Civil Service Commission
 - Certificate of performance ratings obtained in the last two (2) rating periods (**January to June 2022 and July to December 2022**), if applicable. Numerical and equivalent ratings must be indicated
 - Certificate of attendance in training programs/courses, seminars, and workshops for the last five (5) years (**April 2018 to March 2023**), if applicable
 - Certificate of employment issued by the HRMO or authorized official (**only for work experience relevant to the job**)
 - Certificate of Accomplishments (Awards/Citations/Innovations/Critical Incidents), if applicable
- This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity for all men and women at all levels without discrimination, and regardless of age, gender, civil status, disability, religion, ethnicity, and political affiliation, including PWDs, members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to submit their applications via email and via courier or in person to:

Ms. Maria Vivian J. Montes
Administrative Officer IV (HRMO II)
Personnel Services Office
UPV Tacloban College,
Tacloban City
psso.tac.upvisayas@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.