

Republic of the Philippines
U.P. Visayas Tacloban College
Request for Publication of Vacant Positions

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



CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of U.P. Visayas Tacloban College in the CSC website:

VIRGILDO E. SABALO

(Head of Agency)

Date: June 19, 2018

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
College Librarian II	UPSB-CL2-117-1998	15-1	29,010/mo.	BS Library Science or Information Science or BS in Educ./Arts major in Library Science	4 hours of rele- vant training	1 year of relevant experience	RA 1080	supervision & e-lib services	U.P.V. Tacloban College
Administrative Aide III (Library Worker II)	UPSB-ADA3-4506-2004	3-1	11,387/mo.	Must be able to read and write/ Elementary School Graduate	None required	None required	Relevant MC 10 s. 2013 Cat. III)	N/A	U.P.V. Tacloban College
Administrative Aide 1 (Library Worker 1)	UPSB-ADA1-853-2004	1-1	9,981/mo.	Must be able to read and write	None required	None required	None Required	N/A	U.P.V. Tacloban College
Administrative Aide IV (Library Worker II)	UPSB-ADA4-3062-2004	4-1	12,674/mo.	Completion of two(2) years studies in College.	None required	None required	Career Service (Subprof) First Level Eligibility	N/A	U.P.V. 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 **July 15, 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. Performance rating in the present position for one (1) year (if applicable);

3. Photocopy of certificate of eligibility/rating/license; and

4. Photocopy of Transcript of Records.

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

VIRGILDO E. SABALO

Dean

U.P.V. Tacloban College

dbrelles@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.