


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

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

To: **CIVIL SERVICE COMMISSION (CSC)**

We hereby 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: 28 June 2019

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	Nurse II	UPSB-NURS2-1564-1998	15	30,531.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080 (Nurse)	N/A	HSU, 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 **12 July 2019**.

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport sized pictures (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
- 2 Original authenticated copy of Transcript of Records and Diploma issued by the Registrar
- 3 Original authenticated copy of valid Nurse License and Certificate of Rating issued by the Philippine Regulation Commission
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2018 and July to December 2018)
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (June 27, 2014 to June 27, 2019)
- 6 Certificate of employment from previous employers (only for work experience relevant to the job)
- 7 Certification of Accomplishments (Awards/Citations/Innovations/Critical Incidents)

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

DR. VIRGILDO E. SABALO

Dean

U.P.V. Tacloban College

dbrelles@up.edu.ph/or pbonida@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1-6) SHALL NOT BE ENTERTAINED.

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1	Laboratory Inspector I	UPSB-LABI1-2-1998	8	16,758.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Laboratory Technician	General laboratory duties to provide quality service	General Laboratory - DNSM 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 **10 July 2019**.

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport sized pictures (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
- 2 Original authenticated copy of Transcript of Records and Diploma issued by the Registrar
- 3 Original authenticated copy of Certificate of Eligibility issued by the Civil Service Commission
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2018 and July to December 2018)
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (June 27, 2014 to June 27, 2019)
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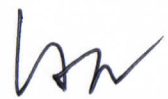
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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Cash Clerk III)	UPSB-ADAS2-2205- 2004	8	16,758.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	CS (Sub- professional)/First Level Eligibility	N/A	Cash Services Office, UPV Tacloban College, Tacloban City
2	Administrative Aide VI (Clerk III)	UPSB-ADA6-1989-2004	6	14,847.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	CS (Sub- professional)/First Level Eligibility	N/A	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 12 July 2019.

- 1 Fully accomplished Personal Data Sheet (PDS) with recent passport sized pictures (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph.
- 2 Original authenticated copy of Transcript of Records and Diploma issued by the Registrar
- 3 Original authenticated copy of Career Service Eligibility/Certificate of Eligibility issued by the Civil Service Commission
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2018 and July to December 2018)
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (June 27, 2014 to June 27, 2019)
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