

Republic of the Philippines
University of the Philippines
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, which are authorized to be filled, at the **University of the Philippines** in the CSC website:



PATRICIA B. ARINTO

Dean

Date: **February 16, 2023**

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	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 **February 27, 2023**.

- 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 Authenticated Transcript of Records and Diploma issued by the University Registrar.
- 3 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 2022 and July to December 2022**), if applicable. Numerical and equivalent ratings must be indicated
- 5 Certificate of attendance in training programs/courses, seminars, and workshops for the last five (5) years (**March 2018 to February 2023**), if applicable
- 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), 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

ps0.tac.upvisayas@up.edu.ph

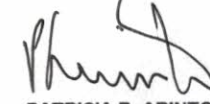
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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University of the Philippines Visayas
Request for Publication of Vacant Positions

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

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PATRICIA B. ARINTO
Dean

Date: **February 16, 2023**

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 III (Clerk I)	UPSB-ADA3-4509-2004	3	14,678.00	Completion of two (2) years studies in College	None Required	None Required	Career Service (Sub- Professional)/First Level Eligibility.	1. Computer skills especially in MS applications. 2. Ability to work well with others in an organizational setting. 3. Good work ethic.	Cash Office, UP Visayas Tacloban College

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 - 2 Authenticated Transcript of Records and Diploma issued by the University Registrar or Certification of the school deputized by CHED showing completion of at least 72 academic units.
 - 3 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 2022 and July to December 2022**), if applicable. Numerical and equivalent ratings must be indicated
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