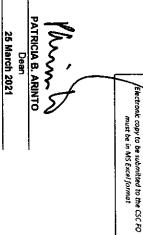
University of the Philippines Visayas Republic of the Philippines

Request for Publication of Vacent Positions

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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:



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2	-	<u>Z</u>	
Administrative Aide VI (Clerk III)	Administrative Assistant II (Administrative Assistant)	(Parenthetical Title, if applicable)	Position Title
UPSB-ADA6-2151-2004	UPSB-ADAS2-2181-2004	Plantilla Item No.	
os .	œ	Job/Pay Grade	Salary
16,200.00	18,251.00	Monthly Salary	
Completion of two (2) years studies in College	Completion of two (2) years studies in College	Education	
4 hours of relevant training	4 hours of relevant training	Training	
1 year of relevant experience	1 year of relevant experience	Experience	Minimum CSC Q
Career Service (Sub- Professional) / First Level Eligibility.	Career Service (Sub- Professional) / First Level Eligibility.	Eligibility	m CSC Qualifications Standards
Computer literate in MS applications. Exposure to library works.	Computer itterate in MS applications. Good written and oral communication. Good interpersonal relationships. A Good work ethics. Exemplifies integrity.	Competency (if applicable)	
College Library, UPV Tacloban Coillege, Tacloban City	Office of the Dean, UPV Tacloban College	Place of Assignment	

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 08 April 2021.

- 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; 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)
- Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2020 and July to December 2020); Career Service Eligibility issued by the Civil Service Commission;
- Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
- 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)

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

PATRICIA B. ARINTO

Office of the Dean, UPV Tacloban College, Tacloban City

dbrelles@up.edu.ph or mimontes@up.edu.ph

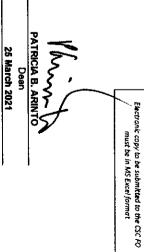
APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 6) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.

University of the Philippines Visayas Republic 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 Phillippines Visayas in the CSC website:



Date:

<u> </u>	N _O		
Administrative Aide III (Utility Worker II)	(Parenthetical Title, if applicable)	Position Title (Parenthetical Title, if applicable)	
UPSB-ADA3-3668-2004	Ptantilia Item No.		
ω	Job/Pay Grade	Salaryi Job/Pay Grade	
13,572.00	Salary		
High School Graduate	Education		
None required	Training		
None requied	Experience	Minimum CSC Q	
None required	Eligibility	Minimum CSC Qualifications Standards	
 Good interpersonal relationships. Good work ethics. Basic skills in carpentry, painting, masonry and other related works. 	Competency (if applicable)		
Campus Development and Maintenance Office, UPV Tacloban College	Place of Assignment	Place of Assignment	

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 08 April 2021.

- 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.
- Certificate of Highest Educational Attainment issued by DepEd/CHED
- Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2020 and July to December 2020);
- Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
- 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)

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

PATRICIA B. ARINTO

Office of the Dean, UPV Tacloban College, Tacloban City

dbrelles@up.edu.ph or mimontes@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 2) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (Nos. 3-7) SHALL NOT BE GIVEN CREDIT.