

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, which are authorized to be filed, at the University of the Philippines Visayas in the CSC website:

Dean
PATRICIA B. ARINTO
Date: 25 March 2021

No.	Position Title, (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ JobPay Grade	Monthly Salary	Minimum CSC Qualifications Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant II (Administrative Assistant)	UPSB-ADAS2-2181-2004	8	18,251.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) / First Level Eligibility.	1. Computer literate in MS applications. 2. Good written and oral communication. 3. Good interpersonal relationships. 4. Good work ethics. 5. Exemplifies integrity.	Office of the Dean, UPV Tacloban College
2	Administrative Aide VI (Clerk III)	UPSB-ADAS-2151-2004	6	16,200.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) / First Level Eligibility.	1. Computer literate in MS applications. 2. Exposure to library works.	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 **08 April 2021**.

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. 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);
3. 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 2020 and July to December 2020);
5. Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
6. Certificate of employment issued by the HRMCO or authorized official (only for work experience relevant to the job)
7. 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


Dean
Office of the Dean, UPV Tacloban College, Tacloban City
dpbeses@up.edu.ph or mjmontes@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.

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PATRICIA B. ARINTO
Dean
Date: 25 March 2021

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					Education	Training	Experience			
1	Administrative Aide III (Utility Worker II)	UPSB-ADA3-3668-2004	3	13,572.00	High School Graduate	None required	None required	None required	1. Good interpersonal relationships. 2. Good work ethics. 3. Basic skills in carpentry, painting, masonry and other related works.	Campus Development and Maintenance Office, UPV Tacloban College

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- 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 Certificate of Highest Educational Attainment issued by DEPED/CHED
- 3 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2020 and July to December 2020);
- 4 Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
- 5 Certificate of employment issued by the HRMO or authorized official (only for work experience relevant to the job)
- 6 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

Dean
Office of the Dean, UPV Tacloban College, Tacloban City
dbvelles@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.