


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

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

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

This is to 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

UPV Tacloban College

Date: **APR 03 2019**

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Minimum CSC Qualifications Standards					Place Assignm
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Dormitory Manager III	Contractual	15-1	29,010	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level Eligibility	n/a	Office of stu Affairs ,UPV Tacloban Co
2	Administrative Assistant II	Contractual	8-1	16,282	Completion of 2 years studies in College	4 hours of relevant training	1 year of relevant training	Career Service (Subprofessional) First Level Eligibility	n/a	LSHC, UPV Tacloban College
3	Administrative Aide IV (Clerk II)	contractual	4-1	Php12,155.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) / First Level Eligibility	n/a	TLRC, U.P. V Tacloban Co

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 **April 18, 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](http://www.csc.gov.ph).
- 2 Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2017 and July to December 2017)
- 3 Authenticated copy Transcript of Records and Diploma
- 4 Authenticated copy of Career Service Eligibility
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (from June 1, 2013 to May 31, 2018)
- 6 Certification of Accomplishments (Awards/Citations/Innovations/Critical Incidents)
- 7 Certificate of employment from previous employers (only for work experience relevant to the job).

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

Dr. Virgildo E. Sabalo  
 Dean  
 UPV Tacloban College  
 Email: [pbonida@yahoo.com](mailto:pbonida@yahoo.com) or [dbrelles@up.edu.ph](mailto:dbrelles@up.edu.ph) or [ehcatalla@up.edu.ph](mailto:ehcatalla@up.edu.ph)

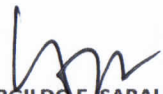
**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

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)**

This is to 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  
 UPV Tacloban College

Date:

**APR 03 2019**

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Special Policeman	UPSB-SPPOL-3-1999	4	152,088	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		UPV Tacloban College
2	Junior Engineering Associate	contractual		1,913.60/day	Bachelor's degree in Engineering	none required	2 years in the relevant field	Registered/Licensed Engineer	Oversee DPWH road network construction	UPV Tacloban College

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Dr. Virgildo E. Sabalo  
 Dean  
 UPV Tacloban College


Email: [pubonida@up.edu.ph](mailto:pubonida@up.edu.ph) or [dbrelles@up.edu.ph](mailto:dbrelles@up.edu.ph)

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Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to 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:

April 2, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assign	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	College Librarian II	UPSB-CL2-117-1998	15-1	29,010/mo.	BS Library Science or Information Science or BS in Education/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

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 **April 16, 2019.**

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](http://www.csc.gov.ph);
2. Certificate of performance ratings obtained in the last two (2) rating periods (January to June 2017 and July to December 2017)
3. Authenticated copy of Transcript of Records and Diploma
4. Authenticated copy of Career Service Eligibility
5. Certificate of Attendance in trainings, seminars and workshops for the last five(5) years (from June 1, 2014 to May 31, 2018)
6. Certificate of Accomplishments (Awards/Citations/Innovations/Critical Incidents)
7. Certificate of employment from previous employers (only for work experience relevant to the job).

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

VIIRGILDO E. SABALO

Dean

[U.P.VISAYAS TACLOBAN COLLEGE](http://U.P.VISAYAS TACLOBAN COLLEGE)

[ehcatalla@up.edu.ph](mailto:ehcatalla@up.edu.ph)/[dbrelles@up.edu.ph](mailto:dbrelles@up.edu.ph)

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