


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

Republic of the Philippines
University 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 Philippines** in the CSC website:


PATRICIA BARAINO
Dean
Date: **May 13, 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Minimum CSC Qualifications Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	Administrative Aide VI (Clerk III)	UPSB-ADAG-1905-2004	6	16877	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 ethic	Division of Natural Sciences and Mathematics, 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 **May 25, 2022**.

- 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 www.csc.gov.ph
- 2 Authenticated copy of 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 2021 and July to December 2021**)
- 5 Certificate of attendance in trainings, seminars and workshops for the **last five (5) years**
- 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)

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

Ms. Maria Vivian J. Montes
Administrative Officer IV (HRMO II)
Personnel Services Office, UPV Tacloban College, Tacloban City
psos.tac.upvisavas@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.