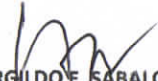


Republic of the Philippines  
**University of the Philippines Visayas**  
 Request for Publication of Vacant Positions

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  
 UPV Tacloban College  
 Date: 20 July 2018

No.	Position Title	Plantilla Item No.	Salary/Job/Pay	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Scholarship Officer II	Contractual	16-1	31,765	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of Student Affairs UPV Tacloban College
2	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 student Affairs ,UPV Tacloban College
3	University Extension Associate I	Temporary	14-1	26,494	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level Eligibility	n/a	Office of Continuing Education and Pahinungod, UPV Tacloban College
4	Guidance Services Associate I	Contractual	12-1	22,149	Master's degree in Guidance and Counseling	None required	None required	RA 1080(Guidance Counselor)	n/a	Office of Student Affairs, 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 August 15, 2018.**

- 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)

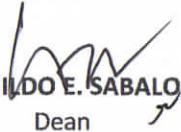
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Republic of the Philippines  
**University of the Philippines Visayas**  
 Request for Publication of Vacant Positions

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

UPV Tacloban College

Date: July 20, 2018

No.	Position Title	Plantilla Item No.	Salary/Job/Pay	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
5	Junior Scholarship Officer I	Contractual	11-1	20,179	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	n/a	OSA, UPV Tacloban College
6	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
7	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	OSA, UPV Tacloban College

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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)

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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: 17 July 2018

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	Special Police Corporal	UPSB-SPC-74-1998	6	172,080	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		UPV Tacloban College
3	Special Police Captain	UPSB-SPPC-15-1998	13	290,688	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional), Second Level Eligibility		UPV Tacloban College

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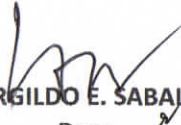
Email: [pbonida@yahoo.com](mailto:pbonida@yahoo.com) or [dbrelles@up.edu.ph](mailto:dbrelles@up.edu.ph) or [ehcatalla@up.edu.ph](mailto:ehcatalla@up.edu.ph)

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

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

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**VIRGILDO E. SABALO**  
 Dean

UPV Tacloban College

Date: 20 July 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay	Annual Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V(Cashier III)	UPS8-ADOF5-1089-2004	18-1	457,020/an.	Bachelor's Degree relevant to the job	8 hours of relevant training	2 hours of relevant experience	Career Service(Professional) Second Level Eligibility	n/a	UPV Tacloban College

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