

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 filled, at the University of the Philippines Visayas in the CSC website:

Date: 18 August 2020

PATRICIA B. ARINTO
Dean

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	Eligibility		
1	Administrative Aide IV (Clerk II)	UPSB-ADA-3063-2004	4	13,807.00	Completion of two (2) years studies in College	None required	None required	Career Service (Sub-Professional)/First Level Eligibility.	Computer literate in MS applications.	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 **28 August 2020**.

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. Original authenticated copy of Transcript of Records and Diploma issued by the Registrar;
3. Original 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 (July to December 2019 and January to June 2020);
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:

PATRICIA B. ARINTO

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

pbonto@yahoo.com or dbnelles@up.edu.ph or mlmories@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1-3) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.