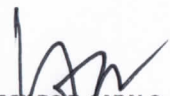


Republic of the Philippines
University of the Philippines Visayas
Request for Publication of Vacant Positions

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 Visayas** in the CSC website:


VIRGILDO E. SABALO
Dean

Date: 24 September 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Records Officer II)	UPSB-ADOF3-949-2004	14	27,755.00	Bachelors Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) / Second Level Eligibility.	1. Exemplifies integrity. 2. Exercises professionalism, commitment to work and quality service delivery. 3. Coordinate implementation of policies, rules and procedures in student's academic records. 4. Efficiency and effectiveness in record management and utilization. 5. Delivering periodic institutional reports on students. 6. Excellent communication skills. 7. Can work with calmness and good disposition even when under pressure. 8. Computer literate in MS Applications. 9. Good interpersonal relations.	Office of the College Secretary, 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 08 October 2019.

- 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 2018 and January to June 2019);
- 5 Certificate of attendance in trainings, seminars and workshops for the last five (5) years;
- 6 Certificate of employment from previous employers (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:

VIRGILDO E. SABALO

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

pbonida@yahoo.com or dbrelles@up.edu.ph or mimontes@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1-6) SHALL NOT BE ENTERTAINED.