

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:


PATRICIA B. ARINTO

Dean

Date: **15 October 2021**

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 Aide III (Utility Worker II)	UPSB-ADA3-3664-2004	3	13,572.00	Must be able to read and write	None required	None required	None required (CSC MC No. 10 s. 2013 - Category III)	1. Good interpersonal relationships. 2. Good work ethics.	Office of the Dean, 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 29 October 2021.

- 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 Certificate of Highest Educational Attainment issued by DepEd/CHED
- 3 Certificate of performance ratings obtained in the last two (2) rating periods (July to December 2020 and January to June 2021);
- 4 Certificate of attendance in trainings, seminars and workshops for the last five (5) years (November 2016 to October 2021);
- 5 Certificate of employment issued by the HRMO or authorized official (only for work experience relevant to the job)
- 6 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
dbrelles@up.edu.ph or mjmontes@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 2) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (Nos. 3-7) SHALL NOT BE GIVEN CREDIT.

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1	Laboratory Inspector I	UPSB-LAB11-2-1998	8	18,251.00	Completion of two (2) years studies in College	1 year of relevant experience	4 hours of relevant training	Laboratory Technician (CSC MC No. 10 s, 2013 - Category II)	1. Computer literate in MS applications. 2. Good interpersonal relationships. 3. Good work ethics	Division of Natural Sciences and Mathematics, UPV Tacloban College

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- 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 Transcript of Records and Diploma issued by the University Registrar or Certification from the school deputized by CHED showing completion of at least 72 academic units
- 3 Career Service Eligibility as Laboratory Technician issued by the Civil Service Commission;
- 4 Certificate of performance ratings obtained in the last two (2) rating periods (July to December 2020 and January to June 2021);
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APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1 to 6) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.

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1	Administrative Aide VI (Clerk III)	UPSB-ADA6-2123-2004	6	16,200.00	Completion of two (2) years studies in College	1 year relevant experience	4 hours of relevant training	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 ethics.	Division of Management, UPV Tacloban College
2	Administrative Aide VI (Clerk III)	UPSB-ADA6-2150-2004	6	16,200.00	Completion of two (2) years studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub- Professional)/First Level Eligibility.	1. Computer literate in MS applications. 2. Good interpersonal relationships. 3. Good work ethics.	College Library, UPV Tacloban College, Tacloban City
3	Administrative Aide VI (Clerk III)	UPSB-ADA6-2238-2004	6	16,200.00	Completion of two (2) years studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub- Professional)/First Level Eligibility.	1. Computer literate in MS applications. 2. Good interpersonal relationships. 3. Good work ethics.	Campus Development and Maintenance Office (CDMO), UPV Tacloban College, Tacloban City

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