


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:

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


PATRICIA B. ARINTO

Dean

Date: 28 October 2020

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	Scholarship Affairs Officer	UPSB-SA01-14-1998	13	26,754.00	Bachelor's Degree relevant to the job.	None Required	None Required	CSC Professional/ Second Level Eligibility	1. Computer Literate 2. Knowledge in scholarship administration/management 3. Excellent communication skills 4. Excellent interpersonal skills	UPVTC Office of Student Affairs, 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 11 November 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/regular their application to:

PATRICIA B. ARINTO

Dean

Office of the Dean, UPV Tacloban College, Tacloban City

pbloodida@yahoo.com or cbtralleles@up.edu.ph or immonites@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS (Nos. 1-6) SHALL NOT BE ENTERTAINED. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.