

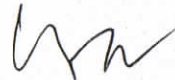
Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
UNIVERSITY OF THE PHILIPPINES VISAYAS  
TACLOBAN COLLEGE  
Request for Publication of Vacant Positions

**RECEIVED**  
MAY 17 2018 7:59 AM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (UPV Tacloban College) in the CSC website:

  
VIRGILDO E. SABALO, DM,  
(Head of Agency)

Date: 10-May-18

No	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Clerk II)	UPSB-ADA4-3065-2004	4	12,674/mo.	Completion of two (2) years in College	None Required	None Required	Career Service ( <i>Subprofessional</i> ) / <i>First</i> Level Eligibility	Competent in procurement and inventory management	Supply & Property Svcs. Office UPV Tacloban College
	xxxxx-nothing follows-x-x-x-x-x-x-x-x-x-x-x									

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 June 15, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VIRGILDO E. SABALO  
Dean  
Brgy. 02, Magsaysay Boulevard, Tacloban City  
ehcatalla@up.edu.ph

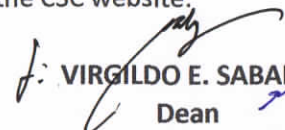
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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must be in MS Excel format

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

Date: OCT 31 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum CSC Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
	Administrative Aide IV (Clerk II)	contractual	4-1	12,674/mo.	Completion of two (2) years studies in College.	None required	None required	Career Service (Subprof.) First Level Eligibility	N/A	U.P.V. 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 **November 23, 2018**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (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 of 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. Certificate 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:

VIRGILDO E. SABALO  
\_\_\_\_\_  
Dean  
\_\_\_\_\_  
U.P.VISAYAS TACLOBAN COLLEGE  
\_\_\_\_\_  
[ehcatalla@up.edu.ph](mailto:ehcatalla@up.edu.ph)/[pbonida@yahoo.com](mailto:pbonida@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.