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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)**

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:


EULITO V. CASAS, JR.
Officer-in-Charge

Date: 19 November 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/Pa y	Monthly Salary	Minimum CSC Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	UPSB-ADA6-2121-2004	6	14,847.00	Completion of two (2) years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) / First Level Eligibility.	1. Computer literate in MS applications 2. Exposure to library works.	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 3 December 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:

EULITO V. CASAS, JR.

Officer-in-Charge

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. NON-COMPLIANCE WITH DOCUMENTS (No. 7) SHALL NOT BE GIVEN CREDIT.