

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES
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 in the CSC website:

(Sgd.) **PATRICIA B. ARINTO**

Dean

Date: **May 10, 2024**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (HRMO II)	UPSB-ADOF4-1156-2004	15	36619	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional/Second Level Eligibility	1. Professionalism (good work ethic, adherence to quality standards of service, reliability) 2. Integrity (high sense of responsibility and accountability) 3. Excellent oral and written communication skills 4. Leadership and teamwork skills (ability to work well with others in an organizational setting) 5. Digital competence (skills in use of office technologies especially in records management)	Human Resource Development Office (HRDO), UP 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 **May 20, 2024**.

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 from www.csc.gov.ph.
2. Authenticated Transcript of Records and Diploma issued by the University Registrar.
3. 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 (January to June 2023 and July to December 2023), if applicable. Numerical and equivalent ratings must be indicated.
5. Certificate of attendance in training programs/courses, seminars, and workshops for the last five (5) years (June 2019 to May 2024), if applicable.
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), if applicable.

This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity for all men and women at all levels without discrimination, and regardless of age, gender, civil status, disability religion, ethnicity, and political affiliation, including PWDs, members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE).

Complete applications should be submitted via email and in hard copy to:

Professor PATRICIA B. ARINTO
Dean
c/o Human Resource Development Office
UP Tacloban College, Tacloban City
hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.