

Republic of the Philippines  
**University of the Philippines**  
**TACLOBAN COLLEGE**

**JOB OPPORTUNITIES**

Date: **16 April 2025**

No.	Position Title	Appointment Status	Salary/Job /Pay Grade	Monthly Salary	Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V (Budget Officer III)	UP Contractual	18	51,304.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Proficient in budget preparation, execution, monitoring, and reporting in compliance with government and UP policies 2. Skilled in financial analysis, forecasting, and resource allocation 3. Knowledgeable in using financial systems and platforms (e.g., PBMS, BULSA) 4. Detail-oriented, accurate, and compliant in fund management and reporting 5. Strong communication skills for presenting budget data and recommendations 6. Upholds integrity, transparency, and accountability in financial processes	Budget Office
2	Administrative Officer V (Human Resource Management Officer III)	UP Contractual	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Proficient in HR policy implementation aligned with CSC, DBM, and UP guidelines 2. Skilled in recruitment, performance management, and employee relations 3. Knowledgeable in the use of HR systems including the Personnel Unified Systems Outlook and effective records management 4. Strong communication, coordination, and interpersonal skills 5. Upholds integrity, confidentiality, and ethical standards 6. Organized, detail-oriented, and able to manage multiple HR tasks	Human Resource Development Office
3	Administrative Officer V (Supply Officer III)	UP Contractual	18	51,304.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Provides professional guidance and leads the interpretation and application of procurement and property management rules 2. Completed specialized trainings on Republic Act No. 9184 and RA 12009 3. Advanced IT skills with expertise in financial system including the Budget Utilization, Liquidation and System Analytics for financial monitoring and reporting 4. Strong written and oral communication skills, able to convey procurement and property management policies and processes clearly	Supply and Property Management Office

4	Architect III	UP Contractual	19	56,390.00	Bachelor's degree in Architecture	8 hours of relevant training	2 years of relevant experience	RA 1080 (Architect)	1. Proficient in architectural design, planning, and project management in compliance with building codes and regulations 2. Skilled in preparing and reviewing architectural plans, specifications, and cost estimates 3. Experienced in using design and drafting software (e.g., AutoCAD, SketchUp) 4. Strong analytical, problem-solving, and decision-making abilities in design and construction processes 5. Committed to ethical standards, quality, sustainability, and public safety 6. Highly organized, detail-oriented, and capable of managing multiple projects	Campus Development and Maintenance Office
5	Executive Assistant II	UP Contractual	17	47,247.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Proficient in oral and written communication 2. Excellent interpersonal skills 3. Committed to high ethical standards, with integrity and trustworthiness in handling sensitive information 4. Organized, proactive, and detail-oriented, able to manage multiple tasks efficiently 5. Skilled in using online platforms and other tools for office and document management	Office of the Dean
6	College Librarian I	UP Contractual	13	34,421.00	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science	None required	None required	RA 1080 (Librarian)	1. Proficient in library management and collection development 2. Skilled in cataloging, classification, abstracting, and indexing 3. Skilled in library systems, digital tools, and databases 4. Committed to high service standards and resource sustainability	College Library
7	Administrative Officer II (Budget Officer I)	UP Contractual	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	1. Proficient in budget preparation, monitoring, and reporting 2. Skilled in financial analysis and resource allocation 3. Knowledgeable in financial systems (e.g., PBMS, BULSA) 4. Detail-oriented and accurate in budget documentation 5. Able to work independently and efficiently manage tasks	Budget Office

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 **30 April 2025**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES), if applicable, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Authenticated copy of Diploma and Transcript of Records issued by the University Registrar;
3. Authenticated copy of Career Service Eligibility issued by the Civil Service Commission and or Board Ratings and Professional License issued by the Professional Regulation Commission;
4. Certified photocopy of performance rating in the last rating period of current or last employment or Certification of GWA for fresh graduates;
5. Certificate of attendance in training programs/courses, seminars, and workshops for the last five (5) years, 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/Citation/Commendation and Innovations/Systems Improvements);
8. Certificate of public service rendered (community outreach services and affirmative action, direct extension services, and scholarly/technical assistance services).

**Complete** applications should be submitted in hard copy to:

**Prof. PATRICIA B. ARINTO**

Dean

c/o Human Resource Development Office

UP Tacloban College, Tacloban City

[hrdo.uptacloban@up.edu.ph](mailto:hrdo.uptacloban@up.edu.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**