

Republic of the Philippines
University of the Philippines
TACLOBAN COLLEGE

JOB OPPORTUNITIES

Date: **25 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 III (Cashier II) | UP Contractual | 14 | 37,024.00 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | 1. Upholds ethical standards and maintains confidentiality in handling financial transactions 2. Computer proficiency especially in MS applications 3. Proficient in handling cash transactions in compliance with government financial regulations 4. Skilled in preparing and reconciling financial reports, statements, and supporting documents 5. Knowledgeable in cash management systems and relevant accounting procedures | Cash Office |
| 2 | Attorney V (Part-Time) | UP Contractual | 25 | 55,863.50 | Bachelor of Laws | 16 hours of relevant training | 3 years of relevant experience | RA 1080 (BAR) | 1. Extensive knowledge of laws, regulations, and policies 2. Proficiency in drafting, reviewing, and negotiating contracts, and other legal documents 3. Capability to represent the university in legal proceedings and manage litigation strategies 4. Commitment to upholding integrity, confidentiality, and ethical practices in all legal matters 5. Strong interpersonal and communication skills | Office of the Dean |
| 3 | Medical Officer III | UP Contractual | 21 | 70,013.00 | Doctor of Medicine | None required | None Required | RA 1080 (Physician) | 1. Competence in patient care, monitoring, planning, and health care management 2. Upholds patient confidentiality and demonstrates integrity in all professional activities 3. Strong interpersonal and communication skills | Health Services Unit |
| 4 | Administrative Officer I | UP Contractual | 10 | 25,586.00 | Bachelor's degree relevant to the job | None required | None Required | Career Service (Professional)/ Second Level Eligibility | 1. Proficient in general administrative tasks, records management, and office operations 2. Skilled in preparing reports, communications, and official documents 3. Strong interpersonal and communication skills 4. Computer proficiency especially in MS applications | Campus Development and Maintenance Office |

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|---|--|----------------|----|-----------|--|------------------------------------|--------------------------------------|--|---|--|
| 5 | Administrative Officer IV (Public Relations Officer II) | UP Contractual | 15 | 40,208.00 | Bachelor's degree | 4 hours of relevant training | 1 year of relevant experience | Career Service (Professional)/ Second Level Eligibility | 1. Skilled in producing and managing content for various platforms, including social media, websites, and print materials 2. Ability to organize and manage events to promote university initiatives and engage stakeholders 3. Strong interpersonal and communication skills 4. Computer proficiency especially in MS applications | Information and Alumni Relations Office |
| 6 | School Credits Evaluator 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. Skilled in evaluating academic records, course credits, and requirements 2. Knowledgeable in UP academic policies, admission, and grading systems 3. Experienced in reviewing transcripts and determining credit equivalency 4. Upholds confidentiality and integrity in handling student data | Office of the College Secretary and Registrar |
| 7 | Student Records Evaluator 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. Expert in evaluating and processing academic records, course credits, and graduation requirements in compliance with UP policies 2. Knowledgeable in UP academic programs, grading systems, and transfer policies 3. Skilled in assessing complex student records and determining credit equivalency 4. Upholds confidentiality and integrity in handling student data 5. Proficient in using computer applications for efficient data processing and analysis | Office of the College Secretary and Registrar |

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 **08 May 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.