

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:

PATRICIA B. ARINTO

Dean

Date: August 28, 2025

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	40,208	Bachelor's degree	4 hours relevant training	1 year relevant experience	Career Service (Professional)/ Second Level Eligibility	1. Good work ethic and adherence to quality standards of service. 2. High sense of responsibility and accountability. 3. Excellent oral and written communication skills. 4. Ability to work well with others in an organizational setting. 5. Digital competence.	Human Resource Development Office
2	Administrative Officer III (Records Officer II)	UPSB-ADOF3-949-2004	14	37,024	Bachelor's degree	4 hours relevant training	1 year 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

3	Administrative Officer III (Supply Officer II)	UPSB-ADOF3-950-2004	14	37,024	Bachelor's degree	4 hours relevant training	1 year 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. Strong written and oral communication skills, able to convey procurement and property management policies and processes clearly.	Supply and Property Management Office
4	Construction and Maintenance General Foreman	UPSB-CMGF-26-1998	11	30,024	High School Graduate	8 hours of relevant training	2 years of relevant experience	None Required (MC 10, s. 2013, Cat. III)	1. Project Management skills. 2. Good organizational and communication skills. 3. Safety first awareness. 4. Problem-solving ability. 5. Conflict resolution. 6. Technical skills.	Campus Development and Maintenance Office
5	Administrative Assistant II (Cash Clerk III)	UPSB-ADAS2-2205-2004	8	21,448	Completion of two years studies in college (prior to 2018) or completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility	1. Upholds ethical standards in handling cash transactions. 2. Proficient in MS Excel. 3. Competent in preparing financial reports.	Cash Office
6	Administrative Aide VI (Clerk III)	UPSB-ADA6-1905-2004	6	18,957	Completion of two years studies in college (prior to 2018) or completion of Grade 12/Senior High School (starting 2016)	None required	None required	Career Service (Subprofessional)/ First Level Eligibility	1. Computer proficiency especially in MS applications. 2. Excellent communication (written and oral) skills in English. 3. Ability to work well with others in an organizational setting. 4. Good work ethic.	Division of Natural Sciences and Mathematics
7	Laboratory Inspector I	UPSB-LAB11-2-1998	8	21,448	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Laboratory Technician (MC No. 10, s. 2013, Cat. II)	1. Computer proficiency especially in MS applications. 2. Excellent communication (written and oral) skills in English. 3. Ability to work well with others in an organizational setting. 4. Good work ethic.	General Laboratory, Division of Natural Sciences and Mathematics
8	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4223-2004	3	15,852	Must be able to read and write	None required	None required	None Required (MC 10, s. 2013, Cat. III)	1. Has intermediate knowledge in painting and ground maintenance. 2. Has intermediate knowledge in handling tools and equipment. 3. Attention to detail. 4. Good interpersonal and communication skills. 5. Ability to work with a team.	Campus Development and Maintenance 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 September 11, 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. Photocopy or authenticated copy of Diploma and Transcript of Records issued by the Registrar or Certificate of Highest Educational Attainment issued by DepEd or CHED;
3. Photocopy or authenticated copy of Career Service Eligibility issued by the Civil Service Commission 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).

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).

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

PATRICIA B. ARINTO
Dean
c/of HRDO, UP Tacloban College
hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.