

Republic of the Philippines
University of the Philippines
TACLOBAN COLLEGE

JOB OPPORTUNITIES

Date: **August 28, 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 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
2	Administrative Officer IV (Accountant II)	UP Contractual	16	43,560.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)	1. Proficient in preparing accurate and timely financial reports in compliance with government accounting standards. 2. Knowledgeable in using financial systems and platforms. 3. Upholds integrity, transparency, and accountability in financial processes.	Accounting Office
3	Guidance Services Associate II	UP Contractual	14	37,024.00	Master's degree in Guidance and Counseling	4 hours of relevant training	1 year of relevant experience	RA 1080 (Guidance Counselor)	1. Proficient in providing counseling and guidance services to support students' academic, personal, and career development. 2. Knowledgeable in organizing and facilitating guidance programs, workshops, and seminars aimed at student well-being. 3. Upholds ethical practices and confidentiality in handling sensitive student information. 4. Good communication skills.	Office of Student Affairs
4	Administrative Assistant II	UP Contractual	8	21,448.00	Completion of 2 years of 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. 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.	Office of Student Affairs

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 University Registrar;
3. Photocopy or authenticated copy of Career Service Eligibility issued by the Civil Service Commission or Board Ratings or 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.