

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the UNIVERSITY OF THE PHILIPPINES:


PATRICIA B. ARINTO
Dean

Date: October 29, 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 / Area of Specialization/ Residency Requirement (if applicable)	
1	Administrative Aide IV (Clerk II)	UPSB-ADA4-3065-2004	4	16833	Completion of 2 years of 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. Has intermediate knowledge in inventory and canvassing. 2. Ability to work with a team. 3. Good interpersonal and communication skills. 4. Ability to work with a team.	Supply and Property Management Office
2	Administrative Aide III (Utility Worker II)	UPSB-ADA3-4129-2004	3	15852	Must be able to read and write	None required	None required	None Required (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s. 2013 - Cat. II)	1. Has intermediate knowledge in painting. 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
3	Administrative Aide III (Utility Worker II) (Anticipated Vacancy)	UPSB-ADA3-3662-2004	3	15852	Must be able to read and write	None required	None required	None Required (CSC MC No. 11, s. 1996, as amended by CSC MC No. 10, s. 2013 - Cat. II)	1. Has intermediate knowledge in masonry. 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

4	Draftsman I	UPSB-DFM1-4-1998	6	18957	Completion of 2 years of college (prior to 2018), or High School Graduate with relevant vocational/trade course (prior to 2018), or Completion of Grade 12/Senior High School under the Technical-Vocational-Livelihood (TVL) Track, or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (First Level Eligibility)	1. Ability to create accurate and detailed technical drawings using manual or computer-aided drafting (CAD) tools. 2. Competent in using software such as AutoCAD, Sketch up, Vray, Lumion, or similar drafting tools. 3. Understands and interprets engineering, architectural, or mechanical drawings and specifications. 4. Good interpersonal and communication skills. 5. Ability to work with a team.	Campus Development and Maintenance Office
5	School Credits Evaluator	UPSB-SCE-60-1998	11	30024	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

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than November 10, 2025

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records.
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 to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

PATRICIA B. ARINTO
 Dean
 Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.