

Republic of the Philippines  
University of the Philippines  
TACLOBAN COLLEGE

JOB OPPORTUNITIES

Date: November 29, 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 Assistant II	UP Contractual	8	21,448.00	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. Proficient in budget preparation, monitoring, and reporting. 2. Skilled in financial analysis and resource allocation. 3. Knowledgeable about financial systems. 4. Detail-oriented and accurate in budget documentation. 5. Able to work independently and manage tasks efficiently.	Budget Office
2	Executive Assistant I	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. 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, detail-oriented, and able to manage multiple tasks efficiently. 5. Skilled in the use of online platforms and other IT tools for office and document management.	Office of the Dean
3	Administrative Assistant II (Audio-Visual Aids Technician II)	UP Contractual	8	21,448.00	High School Graduate (prior to 2016), or Completion of Grade 10/Junior High School (starting 2016) or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Equipment Operator/Technician (MC 10, s. 2013, as amended-Cat. II)	1. Skilled in setting up, operating, and troubleshooting audio-visual (AV) equipment and systems. 2. Knowledgeable about basic maintenance and repair of AV tools, including projectors, sound systems, and recording devices. 3. Capable of coordinating AV logistics for events, meetings, and academic activities.	Office of the Associate Dean for Administration
4	Guidance Services Specialist I	UP Contractual	16	43,560.00	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, psychological testing, 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. Has good communication skills.	Office of Student Affairs

5	Two (2) Computer Programmer II	UP Contractual	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	1. With at least 1 year of developer experience. 2. With experience in RESTful API design and integration. 3. Knowledgeable in UI/UX design principles. 4. Knowledgeable in the use of web development frameworks such as Laravel, Vue.js, React, Node.js. 5. Able to design, implement, and maintain relational databases. 6. Proficient in using version control systems such as Git/GitHUB. 7. Has basic knowledge of Linux-based server environments, including setup, configuration, deployment, and maintenance of web applications. 8. Can communicate effectively with end users and produce clear technical documentation. 9. Knowledge in mobile development is a plus.	Office of the System Administrator
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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 December 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);
2. Hard copy of Performance rating in the last rating period (if applicable);
3. Hard copy of proof of eligibility/rating/license; and
4. Hard 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 their application 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.**