CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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:

JOHN PAUL T. YUSIONG
Chancellor

Date: October 21, 2026

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 Assistant II (Administrative Assistant) (*anticipated vacancy)*	UPSB-ADAS2-2181-2004	8	22,423.00	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. Ability to work with a team. 3. Good interpersonal and communication skills. 4. Good work ethic.	Office of the Vice Chancellor for Administration

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 October 31, 2026

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2026); 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;
4. Hard copy or electronic copy of Scholastic Record/Academic Record, e.g., diploma, and transcript of records (TOR) for all educational background as reflected in PDS;
5. Electronic copy or Photocopy (with certified true copy) of Certificates of Employment, Contracts, Appointments, Office Orders, or Service Record that will serve as proof for work experiences indicated in the WES;

SUPPLEMENTAL DOCUMENTS:

6. Electronic copy or Photocopy of Training Certificates or Learning and Development Interventions that will support ALL the trainings indicated in PDS; and
7. Electronic copy or Photocopy of Certificate/s of Awards/Citation/Commendation.

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:

JOHN PAUL T. YUSIONG
Chancellor
Magsaysay Boulevard cor. Sto. Niño Ext., Tacloban City
(053) 832-2897/hrdo.uptacloban@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.