

Republic of the Philippines
University of the Philippines
TACLOBAN

JOB OPPORTUNITIES

Date: **09 October 2026**

No.	Position Title	Appointment Status	Salary/Job /Pay Grade	Monthly Salary	Qualifications Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Guidance Services Specialist II	Contractual	18	53,818.00	Master's degree in Guidance and Counseling	8 hours of relevant training	2 years 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 and skills in organizing and facilitating guidance programs, workshops, and seminars aimed at student well-being. 3. Knowledge in peer facilitating, referral services, research, and evaluation of guidance programs/health and mental health /well-being. 4. Upholds ethical practices and confidentiality in handling sensitive student information. 5. Has good communication skills.	OFFICE OF STUDENT AFFAIRS
2	Administrative Aide V (Plumber II)	Contractual	5	18,581.00	Elementary school graduate	None required	None required	Plumber (MC No. 10, s. 2013-Cat II)	1. Experienced in diagnosing and repairing defective pipes, fittings, and fixtures. 2. Proficient in installing, assembling, and maintaining plumbing systems. 3. Good work ethic. 4. Ability to work well with others in an organizational setting.	CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE

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 **19 October 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 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 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;
 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.