

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY
Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

BVP No. 19-004

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the University of the Philippines Open University in the CSC Website:


MICHAEL P. LAGAYA
Chief Administrative Officer, HRDO
Date : 15-Jul-19

No.	Position Title (Parenthetical Title)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant IV (Accounting Machine Operator III)	UPSB- ADAS4-143- 2004	10	19,233	Completion of two years course in college	8 hours of relevant training	2 years of relevant experience	CS Sub Prof	n/a	Accounting Office, OVCEFA, UP Open University
2	Administrative Assistant II (Administrative Assistant)	UPSB- ADAS2-2456- 2004	8	16,758	Completion of two years course in college	4 hours of relevant training	1 year of relevant experience	CS Sub Prof	n/a	Office of the University Registrar, OVCAA, UP Open University
3	*** Nothing Follows ***									
4										

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
25 July, 2019

1. Fully accomplished Personal Data Sheet (PDS) and work experience sheet (attachment to CS Form 212) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph or at <http://hrdo.upou.edu.ph>
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MICHAEL P. LAGAYA
Chief AO, HRDO
UPOU Bldg., Los Banos, Laguna
hrdo@upou.edu.ph

07/15/2019

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.