

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

BVP No. 2020-001

To: CIVIL SERVICE COMMISSION (CSC)

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 : 10-Jan-20

No.	Position Title (Parenthetical Title)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant III	UPSB-A3-38- 1998	19	45,269	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	n/a	Accounting Office, OVCF, UP Open University
2	*** Nothing Follows***									
3										
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 **20 January, 2020**

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.
5. Signed Data Privacy Notice for Applicants which can be downloaded from <http://hrdo.upou.edu.ph>

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

01/10/2020

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.