

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

BVP No. 2020-003

No.	Position Title (Parenthetical Title)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	University Extension Associate II	UPSB- UEXA2-36- 1998	14	27,755	AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed; or	none required	none required	none required	FMDS, UP Open University
					AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed; or	2 years of experience in mid-level training activities or as University Extension Associate I; or	none required	none required	
					AB or BS degree relevant to the nature of the work in the position	3 years of experience in mid-level training activities or as University Extension Associate I	none required	none required	
2	*** Nothing Follows ***								
3									

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](http://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**  
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 Chief AO, HRDO  
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 UPOU Bldg., Los Banos, Laguna  
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[hrdo@upou.edu.ph](mailto:hrdo@upou.edu.ph)  
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01/10/2020

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**