

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

BVP No. 2020-004

No.	Position Title (Parenthetical Title)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide VI (Clerk III)	PS Lumpsum	6	14,847	Completion of two years studies in college	None Required	None Required	CS Prof, preferably	Faculty of Education, UPOU, Los Banos, Laguna
2	Administrative Aide IV (Driver II)	PS Lumpsum	4	13,214	Elementary School Graduate	None Required	None Required	MC 11 S. 96 (Professional Driver's License)	Faculty of Management and Development Studies, UPOU, Los Banos, Laguna
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 **Monday, 17 February, 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 from [www.csc.gov.ph](http://www.csc.gov.ph) or <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](mailto:hrdo@upou.edu.ph)

02/06/2020

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