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

BVP No. 2021-001

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 Assistant III (Computer Operator II)	PS Lumpsum	9	18,784	Completion of two years studies in college or high school graduate with relavant vocational/trade course	4 hours of relevant training	1 year of relevant experience	CS Sub Prof/Data Encoder, preferably	Office of the University Registrar, OVCAA, UPOU, Los Banos, Laguna
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 **Friday, 29 January, 2021**

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) (can be downloaded from **www.csc.gov.ph** or **hrdo.upou.edu.ph** under the Bulletin of Vacant Position area);
2. Copy of Official Transcript of Records;
3. Signed Data Privacy Notice for Applicants (can be downloaded from **hrdo.upou.edu.ph** under the Bulletin of Vacant Position area);
4. Photocopy of certificate of eligibility/rating/license (if any); and
5. Performance rating in the last rating period (if applicable);

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
01/19/2021

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.