

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

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 in the CSC website:

MICHAEL P. LAGAYA  
Chief AO, HRDO

Date: 03-Nov-21

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Driver II)	UPSB-ADA4-3071-2004	4	14,400	Elementary school graduate	none required	none required	Professional Driver's License (MC 11, s. 1996 - Cat. IV)	n/a	Office of the Chancellor, UP Open University
2	***Nothing Follows***									
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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 15 November 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) or at <https://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 <https://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 Headquarters, Los Banos, Laguna

[hrdo@upou.edu.ph](mailto:hrdo@upou.edu.ph)

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