<table>
<thead>
<tr>
<th>No.</th>
<th>Position Title (Parenthetical Title)</th>
<th>Plantilla Item No.</th>
<th>Monthly Salary</th>
<th>Qualification Standards</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Aide VI</td>
<td>PS Lumpsum</td>
<td>16,877</td>
<td>Completion of two years studies in college</td>
<td>Office of the University Registrar, UPOU, Los Banos, Laguna</td>
</tr>
</tbody>
</table>

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 **Tuesday, 06 September, 2022**

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](http://www.csc.gov.ph) or [hrdo.upou.edu.ph](http://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](http://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

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