

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

BVP No. 2022-004

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	PS Lumpsum	6	16,877	Completion of two years studies in college	None required	None required	Preferably with Career Service (Sub Professional) First Level Eligibility	Office of the University Registrar, UPOU, Los Banos, Laguna
*** Nothing Follows***									

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 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

08/25/2022

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.