

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: 27-Oct-22

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 Officer IV	UPSB-ADOF4-1035-2004	15	35,097	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS Professional (2nd Level Eligibility)	n/a	Office of the Vice Chancellor for Academic Affairs, UP Open University, Los Banos, Laguna
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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 07 November 2022.

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 or at <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 Headquarters, Los Banos, Laguna

hrdo@upou.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.