

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

BVP No. 2023-001

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 I (Audio-Visual Equipment Operator III)	PS Lumpsum	7	18,620	Highschool graduate or Completion of relevenant vocation/trade course	None required	None required	Preferably with Career Service (Sub Professional ) First Level Eligibility	Multimedia Center, UPOU, Los Banos, Laguna
<i>*** Nothing Follows***</i>									

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 **Monday, 20 February, 2023**

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

02/08/2023

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