

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 position/s, which are authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES in the CSC website.

(SGD) MICHAEL P. LAGAYA

Chief AO, HRDO

Date: 13-Dec-23

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer II	UPSB-ADOF2-648-2004	11	27,000.00	Bachelor's Degree	None required	none required	CS Professional (2nd Level Eligibility)	n/a	Center for Open and Digital Teaching and Learning, OVCAA, UP Open University, Los Banos, Laguna
2	**Nothing Follows**									
3										
4										
5										

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 **26 December 2023 (Tuesday)**.

- 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 <http://hrdo.upou.edu.ph>;
- Performance rating **in the last rating period**;
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.
- 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](mailto:hrdo@upou.edu.ph)

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