

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

BVP No. 2024-004

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 Administrative Officer, HRDO
Date : 18-Jul-24

| No. | Position Title (Parenthetical Title) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|------------------------------|---------------------------------|-------------------|---|---------------------------------|----------------------------------|---|-------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Assistant II | UPSB- ADAS2-2184- 2004 | 8 | 19744 | Completion of 2 years studies in college | 4 hours of relevant training | 1 year of relevant experience | CS SubProfessional (1st Level Eligibility) | n/a | Office of the Chancellor, UP Open University, Los Banos, Laguna |
| 2 | *** Nothing Follows*** | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |

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 **29 July, 2024**

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**;
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 send their application through <https://url.upou.edu.ph/hrapplication>

MICHAEL P. LAGAYA

Chief AO, HRDO

UPOU Bldg., Los Banos, Laguna

hrdo@upou.edu.ph

07/18/2024

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.