

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY
 Publication of Vacant Position/s

BVP No. 2024-005

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 I	PS Lumpsum	1	13,000	Must be able to read and write	none required	none required	none required (MC 11)	Faculty of Management and Development Studies, UPOU, Los Banos, Laguna
*** Nothing Follows***									

Interested and qualified applicants should signify their interest in writing. Submit the following documents together with the application letter thru <https://url.upou.edu.ph/hrapplication> not later than **Monday, 02 September, 2024**

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 <https://hrdo.upou.edu.ph> --> Forms for Applicants);
2. Copy of Official Transcript of Records;
3. Signed Data Privacy Notice for Applicants (can be downloaded from <https://hrdo.upou.edu.ph> --> Forms for Applicants);
4. Photocopy of certificate of eligibility/rating/license (if any); and
5. Performance rating in the last rating period;

MICHAEL P. LAGAYA
 Chief AO, HRDO
 UPOU Bldg., Los Banos, Laguna

08/22/2024

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.