

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

BVP No. 2024-006

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 : 05-Sep-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 Officer V	UPSB- ADOF5-1091- 2004	18	46,725.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	CS Professional (2nd Level Eligibility)	n/a	Office of the University Registrar, OVCAA, UP Open University, Los Banos, Laguna
2	*** Nothing Follows ***									
3										
4										

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, 16 September, 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 <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>

MICHAEL P. LAGAYA

Chief AO, HRDO

UPOU Bldg., Los Banos, Laguna

hrdo@upou.edu.ph

09/05/2024

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.