

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

BVP No. 2025-003

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum Qualification Standards			Place of Assignment
					Education	Experience	Eligibility	
1	University Research Associate II	UPSB-UNIRA2-274-1998	14	37,024	AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed;	none required	none required	Office of Public Affairs
					AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed;	2 years of experience in mid-level research operations, or as University Research Associate I		
					AB or BS degree relevant to the nature of the work in the position	3 years of experience in mid-level research operations, or as University Research Associate I		
	*** Nothing Follows***							

Duties and Responsibilities

1. Respond to all public and stakeholder inquiries through official communication platforms with efficiency and accuracy.
2. Write, edit, and publish news and feature articles about UPOU on its website and through external media partners.
3. Coordinate with internal units to gather and validate newsworthy content and institutional updates.
4. Build and maintain strategic networks with media partners, press contacts, and PR officers within the UP System.
5. Prepare institutional reports, including the UPOU annual report, and support documentation for communication initiatives.
6. Manage UPOU's digital presence and branding efforts, including social media, the website, and promotional materials.
7. Conduct operational research and capacity-building activities to improve the office's communication and information functions.

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 **Friday, 16 May, 2025**

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

(SGD) MICHAEL P. LAGAYA

Chief AO, HRDO

UPOU Bldg., Los Banos, Laguna

05/06/2025

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.