

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

BVP No. 2025-004

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 IV	PS Lumpsum	4	16,833	Elementary School Graduate	none required	none required	Professional Driver's License (MC 11 s 1996)	Office of the Vice Chancellor for Finance and Administration
*** Nothing Follows ***									

Duties and Responsibilities:

- Renders driving/shuttle services for University Officials and staff on official business trips;
- Ensures that the vehicle is always in good running condition and free from defects;
- Performs minor repairs and troubleshooting and informs the office about its major problem;
- Maintains the cleanliness of the vehicle.

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 **Thursday, 26 June, 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; 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

06/16/2025

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.