

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

BVP No. 2025-007

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum Qualification Standards			Place of Assignment
					Education	Experience	Eligibility	
1	University Extension Associate I	PS Lumpsum	12	32,245	AB or BS degree relevant to the nature of the work in the position	none required	none required	Office of Student Affairs, OVCAA, Los Banos, Laguna
*** Nothing Follows***								

Duties and Responsibilities

- ☒ Provide support in planning, coordination, and implementation of student programs that promote student welfare, engagement, and collaboration within the university;
- ☒ Assist in the accreditation and monitoring of student organizations, ensuring compliance with university policies and encouraging their active involvement in institutional and UP System-wide activities;
- ☒ Support the development and delivery of both curricular and extracurricular student initiatives by providing logistical coordination, guidance, and resource assistance;
- ☒ Facilitate students' access to scholarships, fellowships, trainings, and other academic and leadership opportunities that enhance their knowledge, skills, and attitudes (KSAs);
- ☒ Assist in the coordination of UP System- wide student activities by supporting communication, documentation, and collaboration across constituent universities;
- ☒ Support career development initiatives by helping organize job fairs, career orientation sessions, industry linkages, and skills-building programs to prepare students for post-university opportunities;
- ☒ Facilitate linkages with internal offices and external partners to strengthen student programs and create pathways for experiential learning and career development;
- ☒ Assist in other activities and programs assigned by the OVCAA and OSA.

<https://url.upou.edu.ph/hrapplication> not later than **Friday, 10 October, 2025**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2025) and Work Experience Sheet (Attachment to CS Form 212, Revised 2025) 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

09/30/2025

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.