

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

BVP No. 2026-001

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 VI (Accounting Clerk II)	PS Lumpsum	6	18,957	Completion of two years studies in college	none required	none required	Preferably with Civil Service (Sub Professional) First Level Eligibility	Accounting Office, OVCFA
<b>*** Nothing Follows ***</b>									

**Duties and Responsibilities:**

- Updates employee information in the payroll system, prepares and generates monthly payroll and weekly payment advice;
- Pre-audits DVs and supporting documents for special payrolls, honorariums, etc.
- Computes withholding taxes on payments and deductions under regular and special payrolls;
- Prepares remittance advices of payroll deduction to concerned agencies;
- Processes employee benefits and loan availments;
- Submits reportorial requirements on mandatory benefits (BIR, GSIS, I-IDMF & PHIC) and SSS for COS Staff;
- Encodes monthly remittances for the following: HDMF (premium contributions, loan deductions, multi-purpose 2 contributions), PHIC Monthly submissions of remittance list via ePrS), GSIS via EBCS

**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, 23 January, 2026**

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](http://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

01/13/2026

**APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**