

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

BVP No. 2026-002

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 (Clerk III)	PS Lumpsum	6	19,716	Completion of two years studies in college	none required	none required	Preferably with Civil Service (Sub Professional) First Level Eligibility	Faculty of Education, Los Banos, Laguna
*** Nothing Follows***									

Duties and Responsibilities:

- Records incoming and outgoing communications, documents of the unit;
- Receives all financial documents for signature of the Administrative Officer and the Dean;
- Files and retrieves circulars, memoranda, forms, reports and other papers/documents or references;
- Prepares vouchers and attachments for reimbursement and payments to employees and suppliers;
- Transmits DV's and other documents within the corresponding UPOU units;
- Takes charge of the keeping and withdrawal of supplies and prepares monthly request report of supplies;
- Generates monthly report for gasoline consumption, telephone usage, etc;
- Prepares venue and other requirements for meetings;
- Attends to inquiries or refers visitor to proper unit; and
- Performs other duties that may be assigned by the supervisor from time to time.

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, 23 February, 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 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

02/12/2026

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.