

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

BVP No. 2026-003

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	33,947	AB or BS degree relevant to the nature of the work in the position	none required	none required	Faculty of Informatin and Communication Studies, Los Banos, Laguna
*** Nothing Follows***								

**Duties and Responsibilities**

- Assists in implementing development and community projects in partnership with other organizations/agencies;
- Participates/coordinates trainings, workshop and other related activities of the unit;
- Participates in writing Research Proposal and data gathering;
- Performs creative works;
- Prepares memos, communications, certifications, reports and summarizes schedule of exams and assignments
- Participates in the designated committees of the unit and the University;
- Serves as the Unit's Designated Information and Public Service Officer;
- Performs support in course delivery of degree programs;
- Disseminates research results through publications and participation in academic forums/conferences in support of the university mandate;
- Attends training programs, seminars, workshops, conferences, lecture series, and colloquium;
- Assists in organizing seminars, symposium, training, round table discussions;
- Assists in answering queries from various individuals and offices.

<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](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, 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

02/12/2026

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