

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

BVP No. 2026-004

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum Qualification Standards			Place of Assignment
					Education	Experience	Eligibility	
1	University Research 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	Office of the Vice Chancellor for Academic Affairs, Los Banos, Laguna
<i>*** Nothing Follows***</i>								

Duties and Responsibilities

- Conducts research as sole proponent or within groups;
- Collates materials and data for decision making process;
- Assists preparing and reviewing existing policies & guidelines;
- Initiates or assists in developing and maintaining information databases, platforms, repositories, dashboards, etc.;
- Prepares office reports, multimedia presentations, etc.;
- Presents in in local and international conferences/symposia/ for a;
- Assists in organizing seminars, symposia, training, round table discussions, etc.;
- Participates in Committee works with and outside OVCAA;
- Assists in answering queries from various UPOU stakeholders;
- Prepares communication, memorandua, etc.

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, 20 March, 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, 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

03/10/2026

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.