

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

BVP No. 2026-010

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 (Contractual)	6	19,716	Completion of two years studies in college	none required	none required	Preferably with Civil Service (Sub Professional) First Level Eligibility	Office of Student Affairs, Los Banos, Laguna
*** Nothing Follows***									

Duties and Responsibilities:

- Assists in the conduct of OSA examination services and proctoring activities.
- Provides support to the Counseling and Guidance Program.
- Coordinates schedules and logistical requirements related to examinations with respective faculties of study.
- Provides administrative assistance during OSA-initiated programs, meetings, and activities
- Performs other administrative tasks as assigned.
- Provides support in assigned committees

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, 17 July, 2026**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2026) and Work Experience Sheet (Attachment to CS Form 212, Revised 2026) 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

07/06/2026

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.