

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

BVP No. 2026-011

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 Officer IV (Information Officer II)	PS Lumpsum (Contractual)	15	42,178	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Preferably with Civil Service (Professional) Second Level Eligibility	Office of Public Affairs, Los Banos, Laguna
*** Nothing Follows ***									

Duties and Responsibilities:

- Writes, edits, and posts feature, news articles, and submits press releases;
- Posts articles and makes minor revisions to the website;
- Reports coordination, collection, consolidation, and writing;
- Conceptualizes design, organizes training in information, communication, and PR;
- Prepares proposals related to PR and information services;
- Develops policies and guidelines related to information and communication in the university and ensure compliance;
- Be on the frontline in providing information during and in the aftermath of calamities and disasters (in coordination with UPOU DRRM committee);
- Supervises social media postings;
- Ensures that all inquiries are addressed; and
- Performs functions related to alumni relations.

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.