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

BVP No. 2026-015

| 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 II (Administrative Officer I) | PS Lumpsum (Contractual) | 11 | 31,705 | Bachelor's Degree | none required | none required | Preferably with Civil Service (Professional) Second Level Eligibility | Faculty of Management and Development Studies, Los Banos, Laguna |
| | *** ***Nothing Follows***** | | | | | | | | |
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**Duties and Responsibilities:**

- Participates in the implementation of FAIS, BULSA, and PUSO initiatives;
- Prepares and processes procurement requests for supplies, equipment, furniture, repairs, and replacements; maintain inventory records;
- Processes leave applications, DTRs, Certificates of Service, appointments, contracts, and other personnel documents;
- Prepares disbursement vouchers, process honoraria, and monitor budget allotments and operating expenses;
- Coordinates meetings, official schedules, training/conference requests, IPAs, RDGs, and manage incoming/outgoing documents;
- Performs administrative support functions and other strategic initiatives assigned by the Dean;
- Assists in extension, research, and community engagement activities;
- Serves as committee member and perform other official assignments during University activities.

**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, 19 October, 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

10/07/2026

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