

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

BVP No. 2024-007

| No.                            | Position Title<br>(Parenthetical Title) | Plantilla<br>Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly Salary | Qualification Standards                       |               |               |  | Place of Assignment   |
|--------------------------------|---|-----------------------|------------------------------|----------------|---|---------------|---------------|--|---|
|                                |   |                       |                              |                | Education                                     | Training      | Experience    | Eligibility  |   |
| 1                              | Administrative Aide VI                  | PS<br>Lumpsum         | 6                            | 15,773         | Completion of two years<br>studies in college | none required | none required | Preferably with<br>Career Service (Sub<br>Professional) First<br>Level Eligibility | Office of the University<br>Registrar, OVCAA,<br>UPOU, Los Banos,<br>Laguna |
| <b>*** Nothing Follows ***</b> |   |                       |                              |                |   |               |               |  |   |
|                                |   |                       |                              |                |   |               |               |  |   |

**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, 16 September, 2024**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (Attachment to CS Form 212, Revised 2017) 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; 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

**MICHAEL P. LAGAYA**  
 Chief AO, HRDO  
 UPOU Bldg., Los Banos, Laguna

09/05/2024

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