

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

BVP No. 2024-010

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the UNIVERSITY OF THE PHILIPPINES in the CSC Website:

(SGD) MICHAEL P. LAGAYA
Chief Administrative Officer, HRDO
Date : 08-Oct-24

No.	Position Title (Parenthetical Title)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II	UPSB- ADAS2-2183- 2004	8	20,534.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS SubProfessional (1st Level Eligibility)	n/a	Office of the University Registrar, OVCAA, UP Open University, Los Banos, Laguna
2										
3										
4										

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, 18 October, 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 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

hrdo@upou.edu.ph

10/08/2024

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.