

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

BVP No. 2024-011

| 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 Assistant I | PS Lumpsum | 7 | 19,365 | Highschool Graduate or Completion of relevant vocational or trade course | none required | none required | Preferably with Career Service (Sub Professional) First Level Eligibility | Center for Open and Digital Teaching and Learning, UPOU, Los Banos, Laguna |
| *** Nothing Follows*** | | | | | | | | | |
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Duties and Responsibilities:

- Creates graphic materials and newsletter in the promotion of Featured Learning Resources in UPOU Networks;
- Assists in curating the UPOU Networks (i.e uploading and tagging of materials, graphics preparation, and programming and ensuring of quality of posts);
- Assists in hybrid events e.g. serving as slide presentation controller, cameraperson, etc.;
- Serves as main and/or back-up webinar streamer;
- Prepares reports (monthly EMP-CODTL reports and other needed reports);
- Edits and prepares graphics for videos;
- Coordinates with requesting offices on webinars;
- Assist in writing scripts;

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 **Thursday, 19 December, 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

(SGD) MICHAEL P. LAGAYA
 Chief AO, HRDO
 UPOU Bldg., Los Banos, Laguna

12/09/2024

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.