

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

BVP No. 2025-002

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Minimum Qualification Standards			Place of Assignment
					Education	Experience	Eligibility	
1	University Researcher I	UPSB-UNIR1-325-1998	16	43,560	MS or MA Degrees;	none required	none required	Faculty of Information and Communication Studies UP Open University
					AB or BS degree plus 18 units of graduate work completed;	2 years of experience in mid-level research operations, or as University Research Associate I or II		
					AB or BS degree relevant to the nature of the work in the position	5 years of experience in mid-level research operations, or as University Research Associate I or II		
*** Nothing Follows***								

Summary of Duties and Responsibilities

Research - Data gathering and data processing related to research and reports needed from FICS;

Extension - Participates and/or lead various committees at FICS

Administrative - Assists in administrative works related to faculty and student needs.

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, 07 April, 2025**

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, if any; 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

03/28/2025

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.