Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines UNIVERSITY OF THE PHILIPPINES Request for Publication of Vacant Positions

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 webs	vacant positions, which are authorized to be filled, at the UNIVERSITY OF THE PHILIF	.IPPINES in the CSC website
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VIRGINIA P. LUMABAS

HRMO

Date: July 14, 2021

No.	Position Title (Parenthetical Title, if applicable) Plantilla Item No.	Salary/	· 1	Qualification Standards						
		Plantilla Item No.		Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant V (Communications Equipment Operator IV)	UPSB-ADAS5-716-2004	11	23877	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Communications Equipment Operator (CSC MC 10, s. 2013- Cat. II)	N/A	College of Medicine, U.P. Manila
2	Laboratory Technician III	UPSB-LABT3-85-1998	10	21205	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Laboratory Technician (CSC MC 10, s. 2013- Cat. II)	N/A	College of Medicine, U.P. Manila
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 25, 2021.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating in the last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Virginia P. Lumabas
Supervising Administrative Officer
HRDO, 8th Floor PGH Building, Taft Avenue, Manila

upm-hrdo-hiring@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.