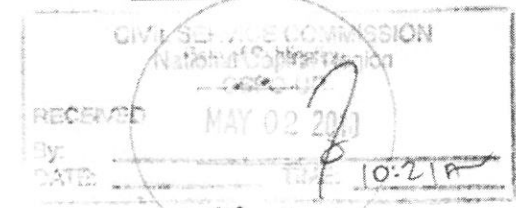


Republic of the Philippines
University of the Philippines Manila
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of University of the Philippines Manila in the CSC website:

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor
(Head of Agency)

Date: 23 APR 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer V (Budget Officer III)	UPSB-ADOF5- 1056-2004	18	P38,085	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional) Second Level Eligibility	N/A	Budget Office
2	Administrative Officer V (Admin. Officer III)	UPSB-ADOF5- 973-2004	18	P38,085	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS (Professional) Second Level Eligibility	N/A	Information Management Service

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 12 May 2018

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 present position for one (1) year (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:

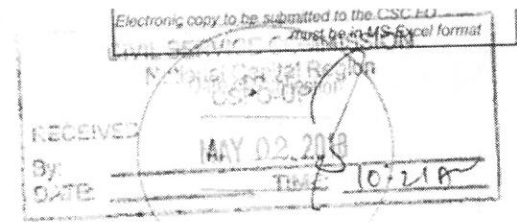
RICHARD S. JAVIER, MBA-HA
Director, HRDO
8th Floor, PGH Compound, Taft Avenue, Manila
hrdo.upmanila@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



HRDO10005593

Republic of the Philippines
University of the Philippines Manila
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

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Carmencita D. Padilla
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor
(Head of Agency)

Date: 23 APR 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Asst II (Clerk IV)	UPSB-ADAS2- 2357-2004	8	P16,282	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	National Teacher Training Center for the Health Professions

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