

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 website:

  
**JOREL A. MANALO, PTRP, MPH**  
Supervising Administrative Officer

Date: May 20, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	UPSB-A1-26-1998	12	27608	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080	N/A	Accounting Office, U.P. Manila
2					xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxxxxx					
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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 May 31, 2022.

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](http://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 send through courier/email their application to:

Jorel A. Manalo, PTRP, MPH  
Supervising Administrative Officer  
HRDO, 8th Flr. PGH Building, Taft Avenue, Manila  
[bit.ly/upmhronlineapplication](http://bit.ly/upmhronlineapplication)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**