CS Form No. 9
Revised 2018

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 website:

JOREL A. MANALO, PTRP, MPH
Supervising Administrative Officer

Date: June 13, 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	Administrative Aide IV (Reproduction Machine Operator II)	UPSB-ADA4-3079-2004	4	14993	Elementary School Graduate	None required	None required	None required MC 11, s. 96-Cat. III as amended	N/A	Human Resource Development Office, U.P. Manila
2					xxxxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx					
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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 June 24, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.