

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 10, 2023

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	<b>Laboratory Technician II</b>	UPSB-LABT2-234-1998	8	19744	Completion of two years studies in college	4 hours of training	1 year of experience	Laboratory Technician (CSC MC 11, s. 96-Cat. II), as amended	Core Competencies - Exemplifying integrity, delivering service excellence - Level 1 (Basic)  General Technical Competencies - Attention to detail, computer literacy, interpersonal skills, service delivery - Level 1 (Basic)	College of Medicine, U.P. Manila

**APPLICATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLES (EEO)**  
The UNIVERSITY OF THE PHILIPPINES MANILA upholds Equal Employment Opportunity Principles: "that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity."

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 21, 2023

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. Work Experience Sheet;
3. Performance rating **in the last rating period**;
4. Photocopy of certificate of employment and training;
5. Photocopy of certificate of eligibility/rating/license; and
6. Photocopy of Transcript of Records and Diploma

**QUALIFIED APPLICANTS** are advised to send through 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.**