



University of the Philippines Manila

Human Resource Development Office

PUBLICATION OF VACANT POSITION
14 AUGUST 2023

EXECUTIVE ASSISTANT I

Plantilla Item No. UPSB-EXA1-6-1998
Salary Grade 14
Monthly Salary ₱ 33,843
Place of Assignment: Office of the Vice Chancellor
for Research

Minimum Qualifications

Education : **Bachelor's degree**

Training : **4 hours of relevant training**

Experience : **1 year of relevant experience**

Eligibility : **Career Service (Professional)**

Second Level Eligibility

Competencies

Core Competencies: Exemplifying integrity, delivering service excellence, problem solving and decision-making
- **Level 1**

Leadership Competencies - N/A

Technical Competencies: Technical Competencies: Attention to detail, computer literacy, speaking effectively, data/records management, service delivery - **Level 1**

Requirements :

- Letter of Application
- 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;
- Work Experience Sheet;
- Performance rating in the last rating period;
- Photocopy of certificate of employment and training;
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records and Diploma

QUALIFIED APPLICANTS should address their Letter of Application to:

Mr. Jorel A. Manalo, PTRP, MPH

Supervising Administrative Officer HRDO,
8th Flr. PGH Building, Taft Avenue, Manila

INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

bit.ly/upmhronlineapplication

24 AUGUST 2023

Deadline of Submissions

