


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: August 14, 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	Executive Assistant I	UPSB-EXA1-6-1998	14	33,843	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	<p><u>Core Competencies</u> - Exemplifying integrity, delivering service excellence, problem solving and decision-making (Level 3)</p> <p><u>Leadership Competencies</u> - Building collaborative and inclusive working relationships, leading and inspiring employees, building capabilities, managing performance (Level 3)</p> <p><u>General Technical Competencies</u> - Attention to detail, computer literacy, writing and speaking effectively, interpersonal skills, service delivery, data/records management, generating reports and documentation, managing meeting, meeting support administration (Level 3)</p>	Office of the Vice Chancellor for Research, U.P. Manila

APPLICATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLES (EEOP)

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 August 25, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.