

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 02, 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	Administrative Aide VI (Clerk III)	UPSB-ADA6-2366-2004	6	17,553	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	<u>Core Competencies:</u> Exemplifying integrity, delivering service excellence (Level 1) <u>Technical Competencies:</u> Attention to detail, computer literacy, speaking effectively, data/records management, service delivery (Level 1)	College of Arts and Sciences, 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 13, 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.

