



UNIVERSITY OF THE PHILIPPINES MANILA

HUMAN RESOURCE DEVELOPMENT OFFICE

PUBLICATION OF VACANT POSITION:
September 19, 2024

ADMINISTRATIVE ASSISTANT II (CLERK IV)

Plantilla Item No. : UPSB-ADAS2-2361-2004
Salary Grade : 8
Monthly Salary : ₱19,744/month
Place of Assignment : College of Arts and Sciences, U.P. Manila

Minimum Qualifications

Education : **Completion of two years studies in college**
Training : **4 hours of relevant training**
Experience : **1 year of relevant experience**
Eligibility : **Career Service (Subprofessional) - First Level Eligibility**

Competencies

Core Competencies - Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making - **Level 1 (Basic)**

Leadership Competencies - N/A

Technical Competencies - Attention to Detail, Computer Literacy, Good technical and communication skills/Interpersonal Skills, Service Delivery, Managing Work, Data/Records Management - **Level 1 (Basic)**

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 (If applicable);
- 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

Interested applicants may submit their application thru this google form: bit.ly/upmhronlineapplication, or may apply thru walk in at HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

September 29, 2024

Deadline of Submission

ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.

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The **UNIVERSITY OF THE PHILIPPINES MANILA** upholds **Equal Employment Opportunity Principle**: *“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.”*
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