



UNIVERSITY RESEARCHER I

College of Dentistry, UP Manila

PLANTILLA ITEM NO. UPSB-UNIR1-203-1998

SG 16 ₱43,560.00 monthly

26 June 2025
DEADLINE OF SUBMISSION

MINIMUM QUALIFICATIONS

EDUCATION	EXPERIENCE
1. MA or MS degree; or	1. None required; or
2. AB or BS degree plus 18 units of graduate work completed; or	2. 2 years of experience in mid-level research operations, or as University Research Associate. I or II; or
3. AB or BS degree.	3. 5 years of experience in mid-level research operations, or as University Research Associate I or II.

TRAINING: Four (4) hours of relevant training

ELIGIBILITY: Civil Service (Professional) Second Level Eligibility

COMPETENCIES: Core (Advanced) Exemplifying Integrity, Delivering Service Excellence, Problem Solving, and Decision-making; **Leadership (Advanced)** Building Collaborative and Inclusive Working Relationships, Leading and Inspiring Employees, Building Capabilities, Managing Performance; **Technical (Advanced)** Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery, Data/Records Management, Generating Reports and Documentation, Meeting Support Administration.

APPLICATION DOCUMENTS

- 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;
- Fully accomplished **Work Experience Sheet (WES)** with signature;
- Performance rating in the last rating period (If applicable);
- Photocopy of certificate of employment and training;
- Photocopy of certificates of eligibility/rating/license;
- Photocopy of Transcript of Records and Diploma;
- Cover letter identifying and summarizing all public service activities and impact of the activity, and;
- Certificate issued by the organizing institution/office/group (e.g. certificate of participation).

QUALIFIED APPLICANTS should address their Letter of Application to: **MA. JANELLE D. GABION**, Administrative Officer IV, HRDO, 8th Flr. PGH Building, Taft Avenue, Manila



Scan for **Online Application Form**; Or you may also apply thru **walk in** at the HRDO Office, 8th floor, PGH Central Block Building, Taft Avenue, Manila.

ONLY COMPLETE DOCUMENTS WILL BE ENTERTAINED.