



# UNIVERSITY RESEARCHER I

College of Public Health, UP Manila

PLANTILLA ITEM NO. UPSB-UNIRI-257-1998

SG 16 ₱43,560.00 monthly

29 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 [hrdo.upm.edu.ph](http://hrdo.upm.edu.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.**