



UNIVERSITY RESEARCHER II

College of Public Health, UP Manila

PLANTILLA ITEM NO. UPSB-UNIR2-191-1998

SG 18 ₱51,304.00 monthly

29 June 2025
DEADLINE OF SUBMISSION

MINIMUM QUALIFICATIONS

EDUCATION	EXPERIENCE
1. MA or MS degree plus units of advanced graduate work completed; or	1. None required; or
1. MA or MS degree; or	2. 3 years of experience in formulating research designs, and or conducting research or as University Researcher I or II; or
3. AB or BS degree plus 18 units of graduate work completed.	3. 5 years of experience formulating research designs and/or conducting research, or as University Researcher I or 10 years of experience as University Research Associate I or II.

TRAINING: Eight (8) 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 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;
- 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.