



# ADMINISTRATIVE AIDE V (PAINTER II)

7 August 2025  
DEADLINE OF SUBMISSION

Campus Planning, Development and Maintenance Office

PLANTILLA ITEM NO. UPSB-ADA5-717-2004

SG 5 ₱17,866.00 monthly

## MINIMUM QUALIFICATIONS

**EDUCATION:** Elementary School Graduate;  
**EXPERIENCE:** None required;  
**TRAINING:** None required;  
**ELIGIBILITY:** Painter (MC No. 10, s. 2013-Cat. II)

**COMPETENCIES: Core (Level 1)** Exemplifying Integrity, Delivering Service Excellence; **Technical (Level 1)** Attention to Detail, Service Delivery.

## DUTIES AND RESPONSIBILITIES

Perform general maintenance and painting works. Assist in the preparation of cost estimate and bill of materials for general maintenance and painting works. Perform other tasks that will be assigned by the general foreman and Chief of CPDMO.

## 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 (If any), and;
- Certificate issued by the organizing institution/office/group(e.g. certificate of participation). (If any)

**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.**