



STUDENT RECORDS EVALUATOR I

11 July 2025
DEADLINE OF SUBMISSION

College of Arts and Sciences, UP Manila

PLANTILLA ITEM NO. UPSB-SRE1-26-1998

SG 11 ₱30,024 monthly

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree;
EXPERIENCE: None required;
TRAINING: None required;
ELIGIBILITY: Career Service (Professional) Second Level Eligibility

COMPETENCIES: **Core (Level 2)** Exemplifying Integrity, Delivering Service Excellence, Problem Solving and Decision-making; **Leadership (Level 2)** Building collaborative and building capabilities **Technical (Level 2)** Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery, Data/Records Management, Generating Reports and Documentation, Meeting Support Administration.

DUTIES AND RESPONSIBILITIES

Records Management: Evaluates the academic standing of junior and senior undergraduate students in the College of Arts and Sciences (CAS), ensuring accurate tracking of their academic progress. Facilitates the application and admission process for incoming and outgoing shifttees and transferees from different UP Campuses. Authenticates copies of certifications related to student record of CAS undergraduate students issued by the CAS OCS. **Administrative Support:** Ensures data integrity of annual and required admission, enrollment, and graduation related data for PBMS, ISO, and QA Data Audit. Monitors the scholastic records related inquires/concerns from clients and stakeholders of CAS OCS. Renders additional tasks assigned by the college secretary and the Dean.

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.