



ADMINISTRATIVE AIDE VI (CLERK III)

27 October 2025
DEADLINE OF SUBMISSION

College of Arts and Sciences

PLANTILLA ITEM NO. UPSB-ADA6-2366-2004

SG 6 ₱18,957 monthly

MINIMUM QUALIFICATIONS

EDUCATION: Completion of two years studies in college (prior to 2018), OR
Completion of Grade 12/Senior High School (starting 2016)*

*In light of the SHS Modeling Program which was implemented as early as School Year 2014-2015

EXPERIENCE: None required;

TRAINING: None required;

ELIGIBILITY: Career Service Subprofessional First Level Eligibility

COMPETENCIES: Core (Level 1) Exemplifying Integrity, Delivering Service Excellence **Technical (Level 1)** - Attention to Detail, Computer Literacy, Writing and Speaking Effectively, Interpersonal Skills, Service Delivery

DUTIES AND RESPONSIBILITIES

Laboratory Preparation and Set-up. Laboratory Assistance and Technical Support. Equipment Maintenance and Intervention. Safety and compliance. Other duties assigned.

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.