

Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the UNIVERSITY OF THE PHILIPPINES in the CSC website:


JOREL A. MANALO, PTRP, MPH
Supervising Administrative Officer

Date: January 12, 2022

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Student Records Evaluator II	UPSB-SRE2-103-1998	15	33575	Bachelor's degree xxxxxxxxxxxxxxxxxxxxxxxxxxxx	4 hours of relevant training xxxxxxxxxxxxxxxxxxxxxxxxxxxx	1 year of relevant experience xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Career Service (Professional) Second Level Eligibility	N/A	College of Pharmacy, U.P. Manila
2										
3										
4										
5										
6										
7										
8										
9										
10										

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 23, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to send through courier/email their application to:

Jorel A. Manalo, PTRP, MPH
Supervising Administrative Officer
HRDO, 8th Flr. PGH Building, Taft Avenue, Manila
bit.ly//upmhronlineapplication

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.