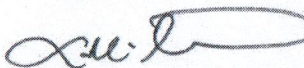


Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES CEBU
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of University of the Philippines Cebu in the CSC website:



ATTY. LIZA D. CORRO
(Head of Agency)

Date: 29 January 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Utility Worker II)	UPSB-ADA3-3669-2004	3-1	142,968	Must be able to read and write/Elementary School graduate	None required	None required	None required (MC 11, s. 1996-Cat. III)	N/A	University Library
2	Administrative Assistant II (Clerk IV)	UPSB-ADAS2-2527-2004	8-1	195,384	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	Budget Office
3	DRAFTSMAN II	UPSB-DFM2-11-1998	8-1	195,384	Completion of 2 years studies in college of high school graduate with relevant vocational/trade	1 year of relevant experience	4 hours of relevant training	Draftsman (MC II, s. 1996-Cat II)	N/A	Office of the Campus Architect Biology/Zoology Laboratory, College of Science
4	Laboratory Technician II	UPSB-LABT2-176-1998	8-1	195,384	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Laboratory Technician (MC II, s. 1996 - Cat II)	N/A	Laboratory, College of Science

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 **16 February 2018**

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ATTY. LIZA D. CORRO
Chancellor

University of the Philippines Cebu, Gorordo Avenue, Lahug, Cebu City
gc.upcebu@up.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.