



## IMMEDIATE JOB OPENING

**Position:** (1) Student Records Evaluator II  
**Salary grade:** 15  
**Salary:** P 32,053.00/ month  
**Plantilla item no.:** UPSB-SRE2-128-1998

### QUALIFICATION REQUIREMENTS:

**Education:** Bachelor's degree  
**Experience:** 1 year of relevant experience  
**Training:** 4 hours of relevant training  
**Eligibility:** Professional Second Level Eligibility

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 September 14, 2020.

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](http://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 hand in or send through courier/email their application to:

Virginia P. Lumabas  
Supervising Administrative Officer  
HRDO, 8th Flr. PGH Building, Taft Avenue, Manila  
[mdladeza@up.edu.ph](mailto:mdladeza@up.edu.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.