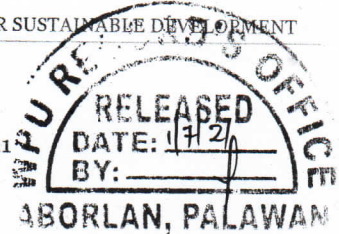




January 7, 2021



## URGENT HIRING

The Western Philippines University invites interested and qualified applicants on the following vacant positions:

- **One (1) Administrative Assistant II (Cash Clerk III), SG-08:**  
Education: Completion of two years studies in College  
Training: 4 hours of relevant training  
Experience: 1 year of relevant experience  
Eligibility: Career Service (Sub-professional)/First Level Eligibility  
Status: Permanent  
Place of Assignment: Cashier's Office, WPU Main Campus  
Salary Rate: P17,505.00/month  
Duties and Functions: Responsible on the Accountable Forms (Official Receipts) of the University; in-charge of cash count and preparation of monthly reports of collection, prooflist, ADA, LDDAP, ACIC and other accountable forms for deposit; in-control of disbursing vouchers and other documents; and perform other functions whenever necessary.
- **Administrative Aide VI (Electronics and Communications Equipment Technician I), SG-06:**  
Education: Completion of Two Years Studies in College or High School Graduate with Relevant Vocational/Trade Course  
Training: None Required  
Experience: None Required  
Eligibility: Electronics Equipment Technician (MC No. 10, s. 2013-Cat. II)  
Status: Permanent  
Place of Assignment: Information Technology Services Office  
Salary Rate: P15,524.00/month  
Duties and Functions: Ensure that the University network device is properly maintained and functioning, and the Internet Gateway Server is working, configured and managed; monitor Internet Service Provider Link and application servers; properly implement the approved University network security policy and develop improvement plan of the University network and submit the same to the ITSO Director for consideration and implementation; provide technical support; conduct repair and maintenance; manage and maintain the University Systems such as SIAS, AIMS, AMS, ERS, Web Server and Library Follet; and perform other duties whenever necessary.

The Western Philippines University recruitment, selection, and placement process adheres to the principle of equal employment opportunities for all without discriminating job seekers due to age, disability, gender, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Interested applicants may submit application letter until **January 29, 2021**, addressed to Dr. Julie Hope Timotea P. Evina, WPU President, Aborlan, Palawan. Please specify the desired position to apply (The term "**any vacant position**" is hereby discouraged) and applications with incomplete attachments shall not be entertained. Please attach the following documents along with the application letter:

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. Photocopy of Report Card, Transcript of Records and Diploma;
3. Photocopy of seminars and trainings attended;
4. Certificate of Employment; and
5. Photocopy of authenticated certificate of eligibility/rating/license.

Qualified applicants are advised to hand in or send through courier/email their application to:

**AILENE G. FERRIOL**  
AO V, HRM Office  
Western Philippines University, Aborlan, Palawan  
[hrmo@wpu.edu.ph](mailto:hrmo@wpu.edu.ph)