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| <b>Place of Assignment :</b>  | College of Public Administration and Management (CPAM)                                                      |
| <b>Position Title :</b>       | Instructor I (Business Administration)                                                                      |
| <b>Plantilla Item No. :</b>   | WPUB-INST1-11-2025                                                                                          |
| <b>Salary/Job/Pay Grade :</b> | 12                                                                                                          |
| <b>Monthly Salary :</b>       | Php 32,245.00                                                                                               |
| <b>Eligibility :</b>          | None Required                                                                                               |
| <b>Education :</b>            | Masters degree in Business Administration or in any of its allied programs as shown in CMO No. 17, s. 2017. |
| <b>Training :</b>             | None Required                                                                                               |
| <b>Work Experience :</b>      | None Required                                                                                               |
| <b>Competency :</b>           | N/A                                                                                                         |

**Instructions/Remarks :**

Interested and qualified applicants should signify their interest in writing through an application letter addressed to DR. AMABEL S. LIAO, UNIVERSITY PRESIDENT, WESTERN PHILIPPINES UNIVERSITY. Applicants must attach the following documents to the application letter and send these to the address below not later than January 5, 2026.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license (if applicable);
4. Hard copy or electronic copy of Transcript of Records and Diploma;
5. Hard copy or electronic copy of Certificate of Employment and/or Service Record (if available); and
6. Hard copy or electronic copy of certificate of trainings and seminars attended relevant to the position (if available).

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous

communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.

This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

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

**VINA KARINA D. BAACO**

Administrative Officer V (HRMO III)

San Juan, Aborlan, Palawan

09998806357/wpuhrmdo@wpu.edu.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Posting Date :** December 23, 2025

**Closing Date :** January 05, 2026