

## **RECRUITMENT PROCEDURES FOR APPLICANTS:**

- a) Download and accomplish fully the New RSS Form, revised 2018 at [http://hrdo.upd.edu.ph/NEW\\_RSS\\_FORM\\_revised\\_15Aug2018.xlsx](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to **updhrdorecruitment@gmail.com**.
- b) Submit the hard copies of the following documents to the HRDO Recruitment and Selection Section located at the Mezzanine Floor, Quezon Hall, UP Diliman, Quezon City on or before the set deadline in the Bulletin of Vacant Positions (<http://hrdo.upd.edu.ph/job%20opening.php>).
  1. Letter of application (stating the position, college/unit, and you certify all the attached documents are true and correct);
  2. Fully accomplished PDS ([http://hrdo.upd.edu.ph/PDS\\_2017a.xlsx](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx))
  3. Performance rating in the present position for one (1) year (if applicable);
  4. Photocopy of certificate of eligibility/rating/license;
  5. Photocopy of Transcript of Records;
  6. Photocopy of relevant training certificates; and
  7. Photocopy of employment certificates

### **Note:**

- 1) Applicant must submit a separate set of application if applying for more than one positions.
- 2) Applicant who was not selected to the position being applied for, may claim their submitted application form/s and other documents from the Recruitment and Selection Section (RSS) within (15) days upon receipt of the notification through email. Otherwise, submitted application documents will be considered as property of HRDO and has the prerogative to make any actions that are deemed necessary.
- 3) Please check our website on the List of Approved Appointments from time to time for monitoring of filled up positions (<http://hrdo.upd.edu.ph/Approved%20Appointment.php>).
- 4) APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**