

RECRUITMENT PROCEDURES FOR APPLICANTS:

a) Applicant must download and accomplish the following forms and e-mail them to updhrdorecruitment@gmail.com (*need not to be printed*).

- **Recruitment Form 1 (RSS_form1.xlsx)**
- **Recruitment Form 2 (RSS_form2.xlsx)**

b) Submit the following on or before the deadline set in the Bulletin of Vacant Positions (<http://hrdo.upd.edu.ph/job%20opening.php>) to the HRDO Appointment Section located at the Mezzanine Floor, Quezon Hall, UP Diliman, Quezon City

1) Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct)

2) Comprehensive Résumé with (1) 2x2 recent picture

3) Supporting documents: (only photocopies of the following documents should be submitted but original copies must be presented for counterchecking)

*** Transcript of Records**

*** Certificate/s of Employment signed by previous employer**

*** Seminar/Training Certificates (taken within the last five (5) years)**

*** Certificate of awards/citations (optional but encouraged to be submitted)**

*** Certificate of Eligibility**

*** Latest one (1) year Performance Rating/s**

Note:

1) Applicants must submit a separate set of application if a certain position indicates more than one (1) vacant item and/or applying for more than one job vacancy.

2) All documents submitted shall be considered as property of HRRD Office and has the prerogative to make any actions that are deemed appropriate.