

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
- **Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);**
 - **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;**
 - **Performance rating in the present position for one (1) year (if applicable);**
 - **Photocopy of certificate of eligibility/rating/license;**
 - **Photocopy of Transcript of Records; and**
 - **Photocopy of training certificates**

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.