

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2019-1

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
One (1) Administrative Officer IV (SG-15)	UP Resilience Institute, University of the Philippines System	ADOF4-958-2004	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) / Second Level Eligibility	13 January 2019
One (1) Senior Administrative Assistant I (SG-13)	UP Resilience Institute, University of the Philippines System	SADAS1-584-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	3 years of relevant experience	16 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	13 January 2019
One (1) Administrative Assistant II (SG-8)	Office of the Vice President for Administration, University of the Philippines System	ADAS2-2471-2004	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional) / First Level Eligibility	13 January 2019

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the Office of the Vice President for Administration located at the Ground Floor, Quezon Hall, UP Diliman:

Required Documents:

1. Letter of application addressed to Prof. Ariel S. Betan
2. Comprehensive Resume with ID picture
3. Certified true copies of Scholastic Record/Academic Record such as diploma and transcript of records (TOR)
4. Original copies or certified true copies of Certificates of Employment or Service Record
5. Original copies or certified true copies of Training Certificates or Learning and Development Interventions
6. Photocopy of certificate of eligibility/rating/license

Supplemental Documents (if any):

7. Performance Ratings for the last two (2) rating periods with at least Very Satisfactory ratings or its equivalent
8. Certificate/s of Awards/Citation/Commendation

Note: Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates. While submission of Supplemental Documents is encouraged.

Ariel S. Betan

ARIEL S. BETAN

Acting Director, UP System HRDO
and AVP for Administration
03 January 2019