

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #202**

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
<b>(1) UNIVERSITY RESEARCH ASSOCIATE I (SG-12)</b>	NATURAL SCIENCES RESEARCH INSTITUTE	UP Contractual	AB or BS degree relevant to the nature of the work in the position	None required	<b>31 July 2017</b>
<p><i>Minimum Qualifications</i></p> <ul style="list-style-type: none"> <li>- with Bachelor of Science Degree in Chemistry/Biochemistry</li> <li>Preferably</li> <li>- with Civil Service Eligibility or Licensed Chemist or Licensed Chemical Technician</li> <li>- currently undergoing graduate studies in Chemical/Environmental or Food Science;</li> <li>- with work experience in chemical/environmental laboratory especially using LC-MS/MS and GC/MS</li> <li>- with excellent written communication and outstanding people skills</li> </ul>					

**Interested applicants must:**

- a) Download and fill-out the Recruitment Forms 1 & 2 of UP Human Resources Development Office (HRDO) at ([http://hrdo.upd.edu.ph/RSS\\_form1.xlsx](http://hrdo.upd.edu.ph/RSS_form1.xlsx), [http://hrdo.upd.edu.ph/RSS\\_form2.xlsx](http://hrdo.upd.edu.ph/RSS_form2.xlsx)) and send it to our email address at [updhrdorecruitment@gmail.com](mailto:updhrdorecruitment@gmail.com). (need not to be printed)
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
  - 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)
    - i) Transcript of Records, ii) Certificate/s of Employment signed by previous employer,
    - iii) Seminar/Training Certificates (taken within the last five (5) years), iv) Certificate of awards/citations (optional but encouraged to be submitted),
    - v) Certificate of Eligibility, vi) Latest one (1) year Performance Rating/s

**SHIERLYN T. SISON**  
Administrative Officer V, HRDO  
21 July 2017