

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #205

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT) (SG-8)	OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS	Permanent ADAS2-2071-2004	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	4 August 2017
(1) ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III) (SG-7)	INSTITUTE OF MATHEMATICS, COLLEGE OF SCIENCE	Permanent ADAS1-490-2004	Elementary School Graduate	None required	None required	MC No. 10, s.2013-Category III	4 August 2017
(1) ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)(SG-15)	SCHOOL OF LIBRARY AND INFORMATION STUDIES	Permanent ADOF4-987-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	4 August 2017

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_form2.xlsx) and send it to our email address at 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
25 July 2017