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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #208

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(2) ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)* (SG-10)	DILIMAN SUPPLY AND PROPERTY MANAGEMENT OFFICE	Permanent ADOF1-410-2004, ADOF1-413-2004	Bachelor's degree relevant to the job	None required	None required	Career Service Professional	4 August 2017
(1) ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)* (SG-10)	DILIMAN SUPPLY AND PROPERTY MANAGEMENT OFFICE	Permanent ADOF1-412-2004	Bachelor's degree relevant to the job	None required	None required	Career Service Professional	4 August 2017
(1) ADMINISTRATIVE OFFICER V * (SG-18)	DILIMAN SUPPLY AND PROPERTY MANAGEMENT OFFICE	Permanent ADOF5-1029-2004	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional	4 August 2017

* 1. Preferably with experience in:

- Government procurement procedures and policies particularly the requirements of RA 9184; and
- Supply/property Inventory and Disposal activities

2. Proficient in MS Office applications (MS Word, Excel and PowerPoint presentation)

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