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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #210**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT) (SG-8)</b>	SCHOOL OF ECONOMICS	Permanent ADAS2-2079-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	<b>4 August 2017</b>
<b>(1) ADMINISTRATIVE AIDE V (SG-5)</b>	SCHOOL OF ECONOMICS	Permanent ADA5-674-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	<b>4 August 2017</b>
<b>(1) DENTIST III (SG-20)</b>	UNIVERSITY HEALTH SERVICE	Permanent DENT3-17-1998	Doctor of Dental Medicine or Dental Surgery	2 years of relevant experience	8 hours of relevant training	RA 1080 (Dentist)	<b>4 August 2017</b>
<b>(1) RADIOLOGIC TECHNOLOGIST II (SG-13)</b>	UNIVERSITY HEALTH SERVICE	Permanent RT2-26-1998	Bachelor's degree in Radiologic Technology	None required	None required	RA 1080	<b>4 August 2017</b>

**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  
25 July 2017