

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #211**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT) (SG-8)</b>	COLLEGE OF HOME ECONOMICS	Permanent ADAS2-2522-2004	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>
<i>Preferably:</i> <ul style="list-style-type: none"> <li>- knowledgeable in CRS online registration and HRIS</li> <li>- knowledgeable in the preparation of the basic paper for the appointment (e.g. original renewal)</li> <li>- with hands on experience in document scanning and digitization of records</li> </ul>							
<b>(1) ADMINISTRATIVE AIDE IV (CLERK II) (SG-4)</b>	COLLEGE OF SOCIAL SCIENCES & PHILOSOPHY	Permanent ADA4-2696-2004	Completion of two-year studies in College	None required	None required	Career Service Sub-professional	<b>4 August 2017</b>
<b>(1) ADMINISTRATIVE AIDE V (CLERK III) (SG-6)</b>	COLLEGE OF SOCIAL SCIENCES & PHILOSOPHY	Permanent ADA6-1960-2004	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>

**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