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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #212**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I) (SG-11)</b>	CESAR E.A. VIRATA SCHOOL OF BUSINESS	Permanent ADOF2-593-2004	Bachelor's degree relevant to the job	None required	None required	Career Service Professional	<b>4 August 2017</b>
<b>(1) ADMINISTRATIVE ASSISTANT V (DATA ENTRY MACHINE OPERATOR III) (SG 11)</b>	STUDENT DISCIPLINARY COUNCIL	Permanent ADAS5-594-2004	Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course	2 years of relevant experience	8 hours of relevant training	Career Service Sub-professional	<b>4 August 2017</b>
<p><i>Preferably:</i></p> <ul style="list-style-type: none"> <li>- with skills in storage, management and retrieval of digitized information system; and</li> <li>- skills in specific software applications such as desktop publishing, database system, among others</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 [updhrdrecruitment@gmail.com](mailto:updhrdrecruitment@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