

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #213**

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE OFFICER III (RECORDS OFFICER II) (SG-14)</b>	OFFICE OF THE VICE PRESIDENT FOR PLANNING AND FINANCE	Permanent ADOF3-826-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>7 August 2017</b>
<b>(1) STUDENT RECORDS EVALUATOR II (SG 15)</b>	COLLEGE OF FINE ARTS	Permanent SRE2-138-1998	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>7 August 2017</b>
<b>(2) ADMINISTRATIVE AIDE III (UTILITY WOKER II) (SG 3)</b>	COLLEGE OF FINE ARTS	Permanent ADA3-3583-2004, ADA3-3795-2004	Must be able to read and write	None required	None required	MC No. 10, s. 2013- Category III	<b>7 August 2017</b>
<b>(1) ADMINISTRATIVE ASSISTANT I (SECRETARY I) (SG 7)</b>	COLLEGE OF FINE ARTS	Permanent ADAS1-501-2004	Completion of two-year studies in College	None required	None required	Career Service Sub-professional	<b>7 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  
26 July 2017