

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #218

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(3) UNIVERSITY EXTENSION SPECIALIST III (SG-20)	NATIONAL ENGINEERING CENTER	Permanent UEXSP3-49-1998, UEXSP3-47-1998, UEXSP3-53-1998	1. MA or MS degree plus 24 units of advanced graduate work completed; or 2. MA or MS degree plus 12 units of advanced graduate work completed; or 3. MA or MS degree; or 4. AB or BS degree plus 21 units of graduate work completed	1. None required; or 2. Three (3) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist; or 3. Five (5) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist; or 4. Seven (7) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist	14 August 2017

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 uphdorecruitment@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

31 July 2017