

## PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

### BULLETIN OF VACANT POSITIONS #219

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE ASSISTANT II (SG-8)</b>	COLLEGE OF EDUCATION	Permanent ADAS2-2048-2004	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	<b>7 August 2017</b>
<b>(1) ADMINISTRATIVE AIDE IV (DRIVER II) (SG-4)</b>	NATURAL SCIENCES RESEARCH INSTITUTE	Permanent ADA4-2799-2004	Elementary School Graduate	None required	None required	Professional Driver's License MC No. 10, s. 2013-Category IV	<b>10 August 2017</b>
<i>Preferably:</i> * Must possess a Professional Driver's License with at least five (5) years of driving experience * Must be willing to undertake long-distance driving for out-of-town field works							
<b>(1) ADMINISTRATIVE ASSISTANT V (SG-11)</b>	COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY	Permanent ADAS5-641-2004	Completion of two-year studies in College	2 years of relevant experience	8 hours of relevant training	Career Service Sub-professional	<b>10 August 2017</b>
<i>Preferably:</i> * Graduate of a two-year course * Has knowledge of MS Word, Excel, PowerPoint * Has expertise as events coordinator * Good writing and speaking ability in both English and Filipino							

**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 [updhredrecruitment@gmail.com](mailto:updhredrecruitment@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