

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #220

| POSITION | COLLEGE/UNIT | STATUS | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|---|---------------------------|------------------------------|--|-------------------------------|------------------------------|-----------------------------|-------------------------|
| | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| (1) ADMINISTRATIVE ASSISTANT II (MASON FOREMAN) (SG-8) | CAMPUS MAINTENANCE OFFICE | Permanent ADAS2-2566-2004 | High School Graduate or Completion of relevant vocational/trade course | 1 year of relevant experience | 4 hours of relevant training | MC 10, s. 2013-Category III | 10 August 2017 |
| <p><i>Preferably:</i></p> <ul style="list-style-type: none"> - <i>may limang (5) taong karanasan sa gawaing pangkantero (masonry)</i> - <i>kakayanan na magbasa ng mga iginuhit (drawings) at gumawa ng plano para sa gawaing pangkantero</i> | | | | | | | |

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 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
31 July 2017