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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #224**

| POSITION  | COLLEGE/UNIT          | STATUS                   | MINIMUM QUALIFICATIONS  |   | DEADLINE OF APPLICATION |
|---|-----------------------|--------------------------|---|---|-------------------------|
|   |                       |                          | EDUCATION   | EXPERIENCE  |                         |
| <b>(1) UNIVERSITY EXTENSION SPECIALIST III (SG-20)</b>  | DILIMAN GENDER OFFICE | Permanent UEXSP3-31-1998 | 1. MA or MS degree plus 24 units of advanced graduate work completed; or<br>2. MA or MS degree plus 12 units of advanced graduate work completed; or<br><br>3. MA or MS degree; or<br><br>4. AB or BS degree plus 21 units of graduate work completed | 1. None required; or<br><br>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<br><br>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<br><br>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 | <b>11 August 2017</b>   |
| <p><i>Preferably:</i></p> <ul style="list-style-type: none"> <li>- with MA degree in Women and Development Studies, or in any of the following: Mass Communications, Arts and Humanities, Social Sciences or any inter-disciplinary courses</li> <li>- with three (3) year experience in gender development work or equivalent experience, such as, but not limited to, teaching, training, advocacy, research and publication</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 [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

1 August 2017