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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #228**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(5) DORMITORY MANAGER IV (SG-18)</b>	OFFICE OF STUDENT HOUSING	Permanent DORMG4-31-1998, DORMG4-21-1998, DORMG4-33-1998, DORMG4-32-1998, DORMG4-35-1998	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	Career Service Professional	<b>31 August 2017</b>
<b>(2) HOUSEHOLD ATTENDANT I (SG-3)</b>	OFFICE OF STUDENT HOUSING	Permanent HHA1-25-1998, HHA1-26-1998	Elementary School Graduate	None required	None required	MC. No.10, s. 2013 - Category III	<b>31 August 2017</b>
<b>(5) HOUSEHOLD ATTENDANT II (SG-5)</b>	OFFICE OF STUDENT HOUSING	Permanent HHA2-91-1998, HHA2-112-1998, HHA2-121-1998, HHA2-79-1998, HHA2-111-1998	Elementary School Graduate	None required	None required	MC. No.10, s. 2013 - Category III	<b>31 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  
8 August 2017