

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #236

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) PUBLICATION CIRCULATION OFFICER I (SG-11)	LAW COMPLEX	Permanent PCTRCO1-14-1998	Bachelor's degree	None required	None required	Career Service Professional	25 August 2017
<i>Preferably: - has knowledge in web design (word press) and lay-outing</i>							
(1) ADMINISTRATIVE AIDE IV (BUYER I) (SG-4)	LAW COMPLEX	Permanent ADA4-2781-2004	Completion of two-year studies in College	None required	None required	Career Service Sub-professional	25 August 2017
(4) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)	LAW COMPLEX	Permanent ADA3-3659-2004 ADA3-3750-2004 ADA3-3807-2004 ADA3-3868-2004	Must be able to read and write	None required	None required	MC No. 10, s. 2013-Category III	25 August 2017
(1) ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT) (SG-8)	LAW COMPLEX	Permanent ADAS2-2041-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	25 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 updhredo@up.edu.ph (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
15 August 2017