

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #240

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION	
		STATUS	EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
(1) ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III) (SG-18)	NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY, COLLEGE OF SCIENCE	Permanent ADOF5-930-2004	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service Professional	25 August 2017
(1) NUTRITIONIST DIETITIAN III (SG-18)	UNIVERSITY FOOD SERVICE	Permanent ND3-18-1998	Bachelor's degree major in Food and Nutrition/Dietetics or Community Nutrition	2 years of relevant experience	8 hours of relevant training	Career Service Professional	25 August 2017
(1) FOOD SERVICE SUPERVISOR III (SG-15)	UNIVERSITY FOOD SERVICE	Permanent FOSS3-13-1998	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	25 August 2017
(2) COOK II (SG-5)	UNIVERSITY FOOD SERVICE	Permanent COK2-65-1998, COK2-64-1998	Elementary School Graduate	None required	None required	MC No. 10, s.2013-Category III	25 August 2017
(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)	UNIVERSITY FOOD SERVICE	Permanent ADA3-4243-2004	Must be able to read and write	None required	None required	MC No. 10, s.2013-Category III	25 August 2017
(3) STEWARD (SG-5)	UNIVERSITY FOOD SERVICE	Permanent STEW-77-1998, STEW-83-1998, STEW-65-1998	High School Graduate	None required	None required	MC No. 10, s.2013-Category III	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 updhorderecruitment@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
15 August 2017