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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #242

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) SENIOR ADMINISTRATIVE ASSISTANT I (DATA ENTRY MACHINE OPERATOR IV) (SG-13)</b>	OFFICE OF THE CHANCELLOR	Permanent SADAS1-568-2004	Completion of two-year studies in college	3 years of relevant experience	16 hours of relevant training	Career Service Sub-professional	<b>28 August 2017</b>
<b>(1) ADMINISTRATIVE ASSISTANT I (AUDIO-VISUAL EQUIPMENT OPERATOR III) (SG-7)</b>	OFFICE FOR INITIATIVES IN CULTURE AND THE ARTS	Permanent ADAS1-435-2004	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Audio-Visual Equipment Operator/ Technician MC. No. 10, s. 2013 - Category III	<b>28 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 [updhredrecruitment@gmail.com](mailto:updhredrecruitment@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  
18 August 2017