

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #243

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION	
		STATUS	EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
<b>(2) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)</b>	UP THEATER	Permanent ADA3-3587-2004 ADA3-3565-2004	Must be able to read and write	None required	None required	MC No. 10, s. 2013-Category III	<b>28 August 2017</b>
<i>Preferably:</i> <ul style="list-style-type: none"> <li>- with at least five (5) years of experience on theatrical production</li> <li>- knowledgeable in carpentry/plumbing/masonry works</li> </ul>							
<b>(1) ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I) (SG-3)</b>	UP THEATER	Permanent ADA3-3547-2004	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	Audio-Visual Equipment Operator/ Technician MC No. 10, s. 2013 - Cat. II	<b>28 August 2017</b>
<i>Preferably:</i> <ul style="list-style-type: none"> <li>- with at least five (5) years of experience on theatrical production</li> <li>- knowledgeable in audio/sound equipment</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  
18 August 2017