

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #253

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY, COLLEGE OF SCIENCE	Permanent ADAS2-2646-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	4 September 2017
(1) WAITER II (SG-4)	UNIVERSITY FOOD SERVICE	Permanent WAIT2-17-1998	Elementary School Graduate	None required	None required	MC No. 10, s. 2013-Category III	4 September 2017
(1) STEWARD (SG-5)	UNIVERSITY FOOD SERVICE	Permanent STEW-89-1998	High School Graduate	None required	None required	MC No. 10, s. 2013-Category III	4 September 2017
(1) ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II) (SG-14)	COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT	Permanent ADOF3-869-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	4 September 2017
(1) ADMINISTRATIVE AIDE VI (UTILITY FOREMAN) (SG-6)	COLLEGE OF MUSIC	Permanent ADA6-2371-2004	Elementary School Graduate	1 year of relevant experience	4 hours of relevant training	MC No. 10, s. 2013-Category III	4 September 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 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
24 August 2017