

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #255

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION	
			EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
<b>(1) COLLEGE LIBRARIAN IV (SG-22)</b>	UNIVERSITY LIBRARY	Permanent CL4-25-1998	1. Ph.D. degree; or  2. MA or MS degree plus 24 units of advanced graduate work completed; or  3. MA or MS degree	1. Two (2) years of professional experience in library/information work or in teaching Library Science/Information Science/Management; or 2. Three (3) years of professional experience in library/information work or in teaching Library Science/Information Science/Management; or 3. Eight (8) years of professional experience in library/information work or in teaching Library Science/Information Science/Management	-	RA 1080 (Librarian)	<b>11 September 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 [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  
31 August 2017