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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #256

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE OFFICER III (RECORDS OFFICER II) (SG-14)	COLLEGE OF FINE ARTS	Permanent ADOF3-835-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	11 September 2017
(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)	COLLEGE OF FINE ARTS	Permanent ADA3-3798-2004	Must be able to read and write	None required	None required	MC No. 10, s. 2013-Category III	11 September 2017
(1) ADMINISTRATIVE ASSISTANT I (CHAUFFEUR III) (SG-7)	OFFICE OF THE SECRETARY OF THE UNIVERSITY	Permanent ADAS1-451-2004	Elementary School Graduate	None required	None required	Professional Driver's License MC No. 10, s. 2013-Category IV	11 September 2017
(1) ADMINISTRATIVE OFFICER II (HUMAN RESOURCE MANAGEMENT OFFICER I) (SG-11)	HUMAN RESOURCE DEVELOPMENT OFFICE	Permanent ADOF2-659-2004	Bachelor's degree relevant to the job	None required	None required	Career Service Professional	11 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
31 August 2017