

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #4

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT I (AUDIO-VISUAL EQUIPMENT OPERATOR III)	7-1	THE UNIVERSITY LIBRARY	ADAS1-432-2004	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 II	17 January 2019

DUTIES & RESPONSIBILITIES:

** Assisting users in operating microform reader machines and AV equipment; * Paging/locating microform and AV materials; * Charging and discharging microform and AV materials; * Renewing/recalling and monitoring the use of microform and AV materials; * Accounting cost of microform print copies and keeping spoilage for the record; * Scanning-rewinding roll films, audio and video tapes to locate specific/requested items or for preventive maintenance and inventory purposes; * Preparing AV materials and facilities scheduled for use; * Inspecting and monitoring the serviceability of microform and AV materials; * Assisting in the inventory of media facilities and resources; * Shelfreading; * Shelving microform and AV materials; * Conversion of AV-materials (VHS to DVD); * Assist in minor trouble shooting of AV equipment; * Assisting users in the use of the card and online catalogs, indexes, databases and other non-print resources; * Manning control desk; * Sorting books for shelving; * Shelving library materials; * Shelfreading; * Assisting in the inventory of the library collection and equipment; Preparing requests for personal reservations (for extended reading at midnight)*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- 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. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the last rating period (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

7 January 2019

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.