

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #8

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)</b>	15-1	DEPARTMENT OF POLITICAL SCIENCE, COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY	ADOF4-978-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	17 January 2019

**DUTIES & RESPONSIBILITIES:**

*\* Supervises members of the Department staff including Student and/or Graduate Assistant/s; \* Prepares and submits disbursement voucher charged to PS, MOOE, and unit's trust fund account (Lecturer's salary, Teaching Associate's stipend and book allowance, Student Assistant's salary, Graduate Assistant's salary, Professor Emeritus' transportation allowance and teaching equivalent fee, Bonuses, Merit Incentives, Grocery Allowance, etc.) for signature of the Department Chair within 30 minutes upon completion of required attachments; \* Prepares and submits disbursement voucher charged to PS, MOOE, and unit's trust fund account (payments for the purchase of Department supplies and equipment) for signature of the Department Chair within 30 minutes upon completion of required attachments (sales invoice, delivery receipt, official receipt, etc.); \* Handles and monitors Department's MOOE—GF (Undergraduate and Graduate) that includes computation, recording, checking and filing of pertinent documents within 15 minutes per transaction; \* Monitors and controls unit's share in the CSSP's UGTFI, GTFI, EDF, FDF, RDG that includes computation, recording, checking and filing of pertinent documents within 15 minutes per account; \* Prepares and submits communication letter, certification, etc. to the Office of the Dean, HRDO, Accounting Office, Office of the Chancellor, etc. within 2 hours per document; \* Handles and monitors Department's official email account that includes answering/replying to queries, forwarding documents, dissemination of memos, invitations, etc. within 60 minutes (per message); \* Tracks and follows up various requests of faculty and Department (includes certifications, authority to travel, etc.) with HRDO, Accounting Office, Office of the Chancellor, etc. within 15 minutes per request; \* Canvasses of competitive brands and models of equipment for the Department within 7 working days; \* Prepares and processes required forms with complete attachments and payment for the equipment, etc. purchased for the Department within 30 working days; \* Attends to and facilitated request for maintenance and repair of Department equipment and facilities within 2 hours per equipment/facility; \* Assists members of the Department's resource generation committee/Chairperson on plans for the SMART classroom (coordination with OCA, SPMO, CMO and other offices involved for the design, materials needed, equipment, documents to be submitted) within 4 hours per request/transaction; \* Handles Department Audio—Visual Room within 10 minutes per reservation; \* Handles classroom matters (proctoring of exams, film showing, etc.) in the absence of the Professor within 1.5 hours per request; \* Handles voting/referendum of Department/college matters handled within 8 hours per request; \* Documents (agenda, memos, etc.) reproduced, sorted, collated for Department meetings and other activities within 2 minutes per page; \* Assists faculty members in various tasks (such as research, downloading, encoding, photocopying, scanning, printing etc. ) within 30 minutes per request; \* Assist students and other clients of the Department within 15 minutes per request/query (such as giving contact details, email addresses, schedule of classes, etc.); 19. Sets-up/schedules/sponsors/organizes Department meetings, small lectures, brownbag session, seminar, conference within 14 days upon receipt of request from the Department Chair; \* Assists faculty in preparation for their attendance in international conferences, workshops, lectures that includes dissemination of invitations, printing of tarpaulin, room accommodations, flight bookings, etc. within 60 days upon receipt of request; \* Prepares disbursement vouchers for cash/travel advance, liquidation report, etc. within 30 minutes for signature of the Department Chair and submission upon receipt of complete attachments/ documents; \* Prepares papers for nomination (Gawad Chancellor, UPD Professorial Chairs, Faculty Grants, international Publication Awards, etc.) within 60 minutes (per document) for approval and signature of the Department Chair and submission upon receipt of complete attachments; \* Prepares memorandum of agreement, liquidation report, ect. In relation to the award/monetary incentive received by the faculty (Gawad Chanselor, Professorial Chairs, Faculty Grants, International Publication Award, etc.) within 30 minutes for signature of the Department Chair and submission upon receipt of complete attachments/documents; \* Prepares and submitted data/documents to the college and other requesting offices (CSSP week, etc.) within 2 hours per document; \* Prepares and submitted liquidation reports to the Department Chair for approval and signature (Department Centennial Conference, Grand Alumni Homecoming, etc.) within 2 hours per document upon receipt of complete attachments; \* Files/records memos, policies, disbursement vouchers, letters, etc. filed within 30 minutes (per document - hard and soft copies); \* Prepares, approved and submitted IPCR/OPCR of the Department staff to the—college/HRDO by the*

**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](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [hrdorecruitment.upd@up.edu.ph](mailto: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](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](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.**