

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #9

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3-1	COLLEGE OF SOCIAL WORK AND COMMUNITY DEVELOPMENT	ADA3-3680-2004	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	17 January 2019

DUTIES & RESPONSIBILITIES:

** Acts as Gardener: Maintains the plants at the College garden, atrium and grounds including growing, cultivating, watering, trimming, and pruning of indoor and outdoor plants, Operates the power scythe to maintain the grasses at the College grounds; * Acts as Maintenance Staff: Sweeps and cleans the parking lots in front of the Library and Admin Office, Sweeps the grounds in front of the canteen, grounds near the Student Council Room and guard station, grounds at the back of the Library and around the academic building, Cleaning of the canal; * Acts as Night Shift maintenance staff for graduate classes, Opening of classrooms, turning on of lights and equipment (airconditioning units, TV, multimedia projector, etc.) for night classes, Checking and turning off of lights and equipment (airconditioning units, TV, multimedia projector, etc.), taking out the trash after night classes, and turnover of night shift concerns to the Building Administrator the next working day*

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.