

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #10

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	LAW COMPLEX	ADOF4-962-2004	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:**

*\* To supervise the printing and reproduction of all Law Complex publications/materials; \* To proofread the manuscript of the NAR quarterly bulletin; \* To draft communications/letters; prepare annual budget and other office reports (monthly, quarterly, semestral and annual reports; \* To estimate supplies needed for printing purposes; \* To approve all printing requests and assign/ schedule printing operators; \* To process and follow-up maintenance and repairs of printing equipment*

***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.**