

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #11

| POSITION | SALARY GRADE | COLLEGE/UNIT | ITEM NUMBER | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|---------------------------------------|--------------|----------------------------|---------------|---------------------------------------|------------------------------|-------------------------------|---|-------------------------|
| | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| MEDIA PRODUCTION SPECIALIST II | 15-1 | DILIMAN INFORMATION OFFICE | MPXS2-10-1998 | 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:

** Writes articles for in-house publications; * With the Unit Director and/or MPS III, plans the content of in-house printed publications; ensures deadlines of print and online publications; * Managing Editor for the in-house magazine: assigns articles to writers in line with the publication's style and editorial policies; edit's content and works with writers in material revisions as necessary; fact-checks materials together with writers; * Works with layout artists; creative sections for the graphic and layout requirements; * Other tasks as assigned or needed by the office*

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.