

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #12

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE AIDE IV (CLERK II)</b>	4-1	COLLEGE OF MUSIC	ADA4-2784-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	17 January 2019

### **DUTIES & RESPONSIBILITIES:**

*\* Entertains all complaints of parents/students & faculty and inform the Department Chairs and ) the Program Coordinator; \* Assists all faculty, students and parents regarding class schedules; \* Organizes filing cabinets and updates record and UPCMEP bulletin board announcements; \* Assists the UPCMEP Coordinator with regards to budget monitoring (encodes receipts, status of funds & income statements); \* Prepares purchase orders, vouchers, BUR with regards to purchasing of supplies and equipment/s; \* Prepares certificate of service, dirs, vouchers and other documents related to preparation of payments, honorarium and scholarship; \* Prepares request for original and renewal of appointment; \* Assist the Extension Coordinator in the preparation for enrollment; \* Assist the Supply Officer in supplies and equipment inventory; \* Coordinate recitals and prepares logistics needed; \* Duties that may be assigned by AO, Coordinator and Dean from time to time*

### **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.**