

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #13

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	14-1	INSTITUTE FOR SMALL SCALE INDUSTRIES	ADOF3-870-2004	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:

* Acts as the Purchasing Coordinator for the Institute, assisting the ADD Head in implementing purchasing activities such as canvassing, preparation of abstracts and purchase orders and monitoring of delivery status of various supplies; * Directs the preparations of reports, analyzing facts and identifying solutions; * Coordinates with SPMO and other UP units in the conduct of bidding and inspection of delivered items; * Prepares & processes vouchers, requests, reimbursements for payment of supplies, equipment and other documents; salary, honorarium, incentive allowance and other related documents; * Promotes staff development of administrative personnel by providing them relevant training and experiential growth opportunities

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: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.