

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #14

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II (CLERK IV)	8-1	COLLEGE OF HUMAN KINETICS	ADAS2-2337-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	17 January 2019

DUTIES & RESPONSIBILITIES:

* To encode letter/memo/admin. Order/responses, exams, CHK forms, curricula, course syllabi, course description, LOA, removal permit, 20% handouts, announcements, etc. (15 mins. Per copy); * To print and photocopy official documents, communication, CHK forms for students and faculty, instructional materials, announcements, curricula, course syllabi, including collation and stapling of materials/forms photocopied (15 mins. Per copy); * Encode SET Summary every semester and midyear (15 mins. Per SET/faculty); * To process and evaluate entrance credentials of freshmen applicants; transfer of students from other U.P. Campuses/other universities; shiftees from U.P. Diliman units/colleges; grauate applicants seeking admission to CHK's undergraduate and graduate programs (15 mins. Per applicant); * To serve as enlistor in the registration every semester and midyear term. (15 mins. Per applicant); * To archive students' jackets/folders of newly graduated students including dropouts and dismissed students from the college every semester and midyear both undergraduate and graduate levels. (10 mins, Per student); * To safely keep and file records of students and official documents of the Department of Sports Science both undergraduate and graduate levels. (10 min. Per student); * To distribute Faculty Service Record/Certificate of Service forms to faculty for them to accomplish and determine their teaching load/overload credit units every semester and midyear. (10 mins. Per faculty); * To compute for faculty teacher load/overload credit units every semester and midyear. (15 mins. Per faculty); * To check the accuracy and completeness of units/entries in the Faculty Service Record and print/submit to the Office of the Department Chairman every semester and midyear. (15 mins Per faculty); * To prepare the request for honoraria of taching overload of faculty and print/submit to the College Secretaty's Office every semester and 8% midyear. (15 mins. Per page); * To prepare Disbursement Voucher (DV and Obligation Request (ObR) for payment of honoraria of Faculty Teaching Overload every semester and midyear. (15 mins. Per voucher); * To prepare Disbursement Voucher (DV) and Obligation Request for payment of honoraria of thesis advisers and thesis panel who served in the oral defense of BSS and MSHMS students upon submission of the hardbound copies every semester and midyear. (15 mins. Per voucher)

Interested applicants must:

- 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
- 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:
 - Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 - 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)
 - Performance rating in the last rating period (if applicable);
 - Photocopy of certificate of eligibility/rating/license;
 - Photocopy of Transcript of Records;
 - Photocopy of relevant training certificates; and
 - 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.