

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #19

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ENGINEERING ASSISTANT	8-1	OFFICE OF THE CAMPUS ARCHITECT	ENGAS-4-1998	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:								
* Prepare electrical design, design criteria, load computation and schedule; * Prepare electrical plans such as lighting, power, telephone and auxiliary systems using AUTOCADD; * Prepare cost estimate, bill of quantities and proposal forms for bidding; * Prepare technical specifications and scope of work; * Survey existing electrical and telephone systems for proposal projects; * Conduct inspection of all on-going electrical and telephone projects using appropriate electrical testing tools/equipment; * Perform other duties that may be assigned by the supervisor and the Director 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 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.