

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #25

| POSITION  | SALARY GRADE | COLLEGE/UNIT               | ITEM NUMBER    | MINIMUM QUALIFICATIONS   |               |               |  | DEADLINE OF APPLICATION |
|---|--------------|----------------------------|----------------|--|---------------|---------------|--|-------------------------|
|   |              |                            |                | EDUCATION  | TRAINING      | EXPERIENCE    | ELIGIBILITY  |                         |
| <b>ADMINISTRATIVE ASSISTANT I (AUDIO-VISUAL EQUIPMENT OPERATOR III)</b> | 7-1          | DILIMAN INFORMATION OFFICE | ADAS1-463-2004 | HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE | NONE REQUIRED | NONE REQUIRED | AUDIO-VISUAL EQUIPMENT OPERATOR/TECHNICIAN MC NO. 10., S. 2013 CATEGORY II | 21 January 2019         |

**DUTIES & RESPONSIBILITIES:**

*\*Assist in coverage / set—up of UPD events and activities as either videographer or photographer; \* Photo and Video Archiving: Sets up and maintains the photo and audiovisual databank for reference and easy retrieval, Coordinates with information officers concerning photos for use in UPDIO publications, Attends to requests for photo and video files by UPD units and other media entities; \* Website Maintenance: Uploads current articles, bulletins and announcements to the UPD homepage, UPDate Online and Ugnayan, Archives UPDate Online articles, Updates listing of UP Officials on the UPD homepage, Assists web developer/ programmer to construct/ reconstruct pages in the UPD portal Conducts UPD Campus tour*

**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*

11 January 2019

**NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**