

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #617

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
MEDICAL SPECIALIST I (PART-TIME)	22-1	UNIVERSITY HEALTH SERVICE	MDSP1-8-1998	DOCTOR OF MEDICINE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080	13 December 2018

DUTIES & RESPONSIBILITIES:

** To do consultations, make necessary procedures, arrive an impression or diagnosis and adequately manage all cases seen: performs appropriate medical and surgical procedures; * Render medical administrative services such as issuance of medical clearances, medical certificates, CMT exemption, prescriptions, attending court hearings, referral to other hospitals; * To do public health and preventive/promotive medical services such as health Education, lectures, vaccination; * To create/implement programs for the health and well-being of school constituents; * To meet with school officials/community representatives in matters affecting the health of students; * To supervise clinic operations and personnel; * To update oneself as part of the continuing medical education such as Conferences, convention, round table discussions.*

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

3 December 2018

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