

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #622

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE OFFICER III (CASHIER II)	14-1	CASH OFFICE	ADOF3-827-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	13 December 2018

DUTIES & RESPONSIBILITIES:

**Encodes Check Number and date of Check for all DVs in the database as sent by the UPD Accounting Office. Checks each payee listed in the DVs against the summary from UPDAO. Prepares and prints checks payable to UPD Revolving Fund for signature of the UP Diliman Signatories. P10k and below UPDCO Director and OVCA Staff; P10,000.01 to P200K—UPDAO Director and Vice Chancellor for Administration; above P200k UPDBO Director and Vice Chancellor for Administration; * Prepares and prints Advice of checks issued and Check Warrant Registry at the end of each working day; * Gathers data for all checks prepared and electronically send the same to appropriate staff; * Prepares and prints Weekly Report of Checks Issued for all UPD Revolving Fund; * Stamps negotiated or paid DVs with RADA Number, PAID and Date Paid, Bundles DVs per fund and submits the same to COA through the UPDAO on a weekly basis; * Answers telephone/walk-in queries regarding status of Checks; Attends to all other tasks as may be assigned by the immediate Supervisor, SAO and by the Director of the UPD Cash Office.*

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.