

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #635

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I)	11-1	DILIMAN INFORMATION OFFICE	ADOF2-587-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	13 December 2018
DUTIES & RESPONSIBILITIES:								
<p><i>* Write and revise content for 'UPDate Newsletter,' 'UPDate Online,' 'UPDate Magazine' and other publications as may be assigned; * Assist in proofreading of all content before uploading to the website and/or sending out to the printer; * Maintain and enhance UPD's presence on its existing and future social media platforms: Facebook, Twitter, Instagram, Youtube, Google+; * Disseminate important information about UPD through mobile technology including emergency information such as class suspensions as well as information on institutional events and the academic calendar;</i></p> <p><i>* Add new/modify contacts to/in SMS service database. Coordinate with service provider for troubleshooting and assessment; * Attend to requests for information from the general public and UPD constituents upon receipt of call, email or message through social media, outside of working hours if necessary</i></p>								

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.