

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #643

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE ASSISTANT I (SECRETARY I)</b>	7-1	COLLEGE OF MASS COMMUNICATION	ADAS1-504-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	14 December 2018

**DUTIES & RESPONSIBILITIES:**

\* To assist Graduate Studies Department Chair and faculty in all their secretariat and clerical needs (syllabus, production of reading packs, etc.) and encode correspondence, memoranda, minutes, teaching materials and all other required papers for the department and; \* To assist the Department Chair during the pre-enlistment/pre-advising and enrollment of students per OUR schedule; \* To assist in the preparation of schedule of classes of the department and to encode it in the CRS and encode removal/completion in the CRS; \* To make calls, send fax messages and relay telephone messages received to faculty, and staff; to assist in all Graduate Faculty meetings; to schedule meetings of Chairs and Graduate Students Association; \* To maintain a systematic filing of all records and papers of the department; \* To maintain an e-group for the graduate students of the College; \* To collect monthly, the COS of faculty, FSR, Report for Duty and Syllabus every semester and submit these to the Admin/College Secretary's Office; \* To assist the Department Chair in the various workshops and conferences called by the department; \* To prepare the voucher for the panel members who served during Thesis/Dissertation oral exam; MA and PhD candidacy exam; \* To actively participate in college activities and its preparations such as graduation, awarding ceremonies, staff assembly/ meetings, workshop/team building, parties, parades, etc.; \* To coordinate with the Department Chairs the MA and PhD qualified applicants for the schedule of their exam; \* To prepare and issue acceptance letter, plan of study, college admission slip; \* To prepare the MRR letter of endorsement and notify the students on the need to take penalty courseS; \* To advise graduate students to submit the bound copy of their thesis/dissertation; \* To monitor and maintain department's supplies and equipment; \* To receive admission applications and requirements for graduate programs; check that all application documents are complete; \* To perform other duties and responsibilities as may be assigned by the Department Chair

**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

4 December 2018

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