

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #644

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE VI (UTILITY FOREMAN)	6-1	INSTITUTE FOR SMALL SCALE INDUSTRIES	ADA6-2465-2004	ELEMENTARY SCHOOL GRADUATE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	MC NO. 10, S. 2013-CATEGORY III	14 December 2018

DUTIES & RESPONSIBILITIES:

** Supervise utility workers including agency staff; * Conducts regular inspection of UP ISSI rooms, equipment and facilities; * Leads housekeeping assignments and tasks; * Prepares request for procurement of needed housekeeping supplies; * Participates in housekeeping jobs; * Reports all defects to the Building Administrator for appropriate actions; * Performs other duties and related functions assigned from time to time; * Assists in the transfer and hauling of furniture, fixtures and equipment to designated areas as may be deemed necessary by the supervisor*

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

4 December 2018

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