

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #648**

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
<b>UNIVERSITY EXTENSION SPECIALIST III</b>	20-1	HUMAN RESOURCE DEVELOPMENT OFFICE	UEXSP3-44-1998	1) MA or MS degree plus 24 units of advanced graduate work completed; or	None required; or	<b>14 December 2018</b>
				2) MA or MS degree plus 12 units of advanced graduate work completed; or	Three (3) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist; or	
				3) MA or MS degree; or	Five (5) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist; or	
				4) AB or BS degree plus 21 units of graduate work completed	Seven (7) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist	

**DUTIES & RESPONSIBILITIES:**

*\* Develop, design, plan, implement, supervise, monitor, and evaluate Training Needs Analysis, Training Management Plan, and Training Proposal for UP Employees; \* Development and compilation of learning modules; continuous development of professional and non-professional development programs for UP employees; development of partnerships among UP Diliman units, UP System and other institutions (which provides education or HR development training); \* Perform other duties and responsibilities related to the HRDO functions*

**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.**