

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #658

| POSITION | SALARY GRADE | COLLEGE/UNIT | ITEM NUMBER | MINIMUM QUALIFICATIONS | | DEADLINE OF APPLICATION |
|-----------------------------------|--------------|--------------------------------------|----------------|---|--|-------------------------|
| | | | | EDUCATION | EXPERIENCE | |
| UNIVERSITY EXTENSION SPECIALIST I | 16-1 | INSTITUTE FOR SMALL-SCALE INDUSTRIES | UEXSP1-45-1998 | 1) MA or MS degree; or | None required; or | 17 December 2018 |
| | | | | 2) AB or BS degree plus 18 units of graduate work completed; or | Two (2) years of experience in mid-level training activities, or as University Extension Associate I or II; or | |
| | | | | 3) AB or BS degree | Five (5) years of experience in mid-level training activities, or as University Extension Associate I or II | |

DUTIES & RESPONSIBILITIES:

** Prepares project proposals in support of the research agenda of the Institute; * Participates in the preparation of reports to document the effects of certain interventions and project initiatives; * Assists in the preparation of survey questionnaires; * Goes on field work for interviews, surveys, etc.; * Prepares modules/learning materials for ISSI training programs; * Takes an active role in the planning and implementation of forums and conferences; * Participates in the completion of research—based papers or articles; * Participates in link—ups and partnerships with other government — agencies and research institutions to pursue collaborative efforts; * Prepares and contributes articles and materials to be used in UP ISSI Website / ISSI wall news.*

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

6 December 2018

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