

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #659**

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY RESEARCH ASSOCIATE I	12-1	NATURAL SCIENCES RESEARCH INSTITUTE	UNIRA1-174-1998	AB or BS degree relevant to the nature of the work in the position	None required	17 December 2018

**DUTIES & RESPONSIBILITIES:**

\* **Research:** *Conceptualize and write project proposals, Assists in the management of project operations, Prepare and complete project requirements, Writes standard operating procedures for the laboratory, Attends and presents a paper (oral or poster) a local or international symposium, Monitor literature for new updates on procedures for data analysis in relation to population genetics, forensics or ethnicity. **Extension Services:** *Perform technical and statistical analysis of laboratory cases/casework, Perform Proficiency tests in collaboration with other international forensic laboratories, Maintain and manage the population genetic database of the laboratory, Maintain and manage the post amplification laboratory, Organize symposium training programs in relation to population genetics, forensics or ethnicity.**

**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*

6 December 2018

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