

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #664

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE IV (DRIVER II)	4-1	CAMPUS MAINTENANCE OFFICE	ADA4-2742-2004	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE MC NO. 10, S. 2013-CATEGORY IV	12 December 2018

DUTIES & RESPONSIBILITIES:

* Drives the vehicle in transporting the following: CMO personnel to and from destination of work, Supplies, materials needed for repair works, Tools, equipment and farm implements, Other items in case of request for hauling services; Check-ups, trouble-shooting, cleans and performs minor Mechanical works; * Assists the mechanic in repairing the vehicle-in case the vehicle is out of order; * Performs other duties when there is no scheduled trip

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

7 December 2018

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