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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #665

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE AIDE VI (ELECTRICIAN II)</b>	6-1	UP INTEGRATED SCHOOL	ADA6-2361-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/ TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	ELECTRICIAN MC NO. 10., S. 2013 CATEGORY II	<b>14 December 2018</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>								
* Installs and repairs primary and secondary distribution of electrical lines and wirings of the 3 buildings and their premises (K-2; Elementary (Grades 3-6) and High School (Grades 7-12) of the UP Integrated School; * Does regular inspection of each buildings electrical power rooms, classrooms, libraries and offices, and makes a status report/updates to the administration of all electrical (lights, fans, aircon) facilities; * Attends to the request for emergency repair of electrical outlets, electric fans, busted fluorescent lights and short circuits of the 3 buildings; * Assists in the building administrator in the inspection of classrooms, libraries and offices to make sure that all lights, electric fans, air conditioning units are turned off when not in use; * Assist the faculty, students, clubs/organizations during school programs and activities for their sound systems, electrical lights or wiring needs; * Attends to the audio visual needs of the students, faculty and staff in the absence of the Audio Visual Equipment Operator; * Does other pertinent duties which may be assigned to him								
<b>LABORATORY TECHNICIAN II</b>	8-1	UP INTEGRATED SCHOOL	LABT2-296-1998	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LABORATORY TECHNICIAN MC NO. 10., S. 2013 CATEGORY II	<b>14 December 2018</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>								
* Prepares solutions, chemical reagents and materials in Science, needed in the implementation of the 7-12 Science program; * Issues out equipment, chemical supplies to students and assists the teacher during laboratory classes; * Purchases materials, chemicals and supplies needed in the Science Laboratory; * Keeps an inventory record of all laboratory equipment and chemical supplies								

**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.**