

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #060

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) COLLEGE LIBRARIAN IV (SG-22)	FILM INSTITUTE	CL4-28-1998	1. Ph.D. degree; or 2. MA or MS degree plus 24 units of advanced graduate work completed; or 3. MA or MS degree	1. Two (2) years of professional experience in library/information work or in teaching Library Science/Information Science/Management; or 2. Three (3) years of professional experience in library/information work or in teaching Library Science/Information Science/Management; or 3. Eight (8) years of professional experience in library/information work or in teaching Library Science/Information Science/Management	-	RA 1080 (Librarian)	12 February 2018

Interested applicants must:

- a) Download and fill-out the Recruitment Forms 1 & 2 of UP Human Resources Development Office (HRDO) at (http://hrdo.upd.edu.ph/RSS_form1.xlsx, http://hrdo.upd.edu.ph/RSS_form2.xlsx) and send it to our email address at updhrdorecruitment@gmail.com. (need not to be printed)
- 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 Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 3. Performance rating in the present position for one (1) year (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records; and
 6. Photocopy of training certificates

SHIERLYN T. SISON
Administrative Officer V, HRDO
1 February 2018

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