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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #070

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II) (SG-8)	STUDENT DISCIPLINARY TRIBUNAL	ADAS2-2402-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	15 FEBRUARY 2018
(1) ADMINISTRATIVE ASSISTANT III (SG-9)	UP PRESS	ADAS3-1297-2004	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	15 FEBRUARY 2018
(1) ADMINISTRATIVE ASSISTANT V (ELECTRICIAN GENERAL FOREMAN) (SG-11)	CAMPUS MAINTENANCE OFFICE	ADAS5-600-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/ TRADE COURSE	2 YEARS OF RELEVANT EXPERIENCE	8 HOURS OF RELEVANT TRAINING	ELECTRICIAN MC NO. 10., S. 2013 CATEGORY II	15 FEBRUARY 2018
(1) ADMINISTRATIVE OFFICER I (RECORDS OFFICER I) (SG-10)	CENTER FOR POLICY AND ADMINISTRATIVE DEVELOPMENT	ADOF1-426-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL	15 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
5 February 2018

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