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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #071

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE V (SG-5)	NATURAL SCIENCES RESEARCH INSTITUTE	ADA5-666-2004	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	12 FEBRUARY 2018
(1) SCIENCE RESEARCH ASSISTANT (SG-9)	INSTITUTE OF CHEMISTRY, COLLEGE OF SCIENCE	SRAS-2-1998	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	12 FEBRUARY 2018
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS	ADAS2-2071-2004	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	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
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

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

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