

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #074

| POSITION                               | COLLEGE/UNIT              | ITEM NUMBER                | MINIMUM QUALIFICATIONS                    |                               |                              |                                  | EXTENSION OF DEADLINE OF APPLICATION |
|--|---------------------------|----------------------------|---|-------------------------------|------------------------------|----------------------------------|--------------------------------------|
|  |                           |                            | EDUCATION                                 | EXPERIENCE                    | TRAINING                     | ELIGIBILITY                      |                                      |
| (1) ADMINISTRATIVE ASSISTANT II (SG-8) | UNIVERSITY HEALTH SERVICE | ADAS2-2632-2004            | COMPLETION OF TWO-YEAR STUDIES IN COLLEGE | 1 YEAR OF RELEVANT EXPERIENCE | 4 HOURS OF RELEVANT TRAINING | CAREER SERVICE SUB-PROFESSIONAL  | 9 February 2018                      |
| (1) SCHOOL CREDITS EVALUATOR (SG-11)   | COLLEGE OF ARCHITECTURE   | SCE-39-1998                | BACHELOR'S DEGREE RELEVANT TO THE JOB     | NONE REQUIRED                 | NONE REQUIRED                | CAREER SERVICE PROFESSIONAL      | 9 February 2018                      |
| (2) HOUSEHOLD ATTENDANT III (SG-8)     | OFFICE OF STUDENT HOUSING | HHA3-48-1998, HHA3-73-1998 | ELEMENTARY SCHOOL GRADUATE                | 1 YEAR OF RELEVANT EXPERIENCE | 4 HOURS OF RELEVANT TRAINING | MC NO. 10, S. 2013-CATEGORY III  | 9 February 2018                      |
| (1) HOUSEHOLD ATTENDANT II (SG 5)      | OFFICE OF STUDENT HOUSING | HHA2-120-1998              | ELEMENTARY SCHOOL GRADUATE                | NONE REQUIRED                 | NONE REQUIRED                | MC NO.10, S. 2013 - CATEGORY III | 9 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_form1.xlsx), [http://hrdo.upd.edu.ph/RSS\\_form2.xlsx](http://hrdo.upd.edu.ph/RSS_form2.xlsx)) and send it to our email address at [updhdrorecruitment@gmail.com](mailto:updhdrorecruitment@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](http://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*  
6 February 2018