

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #080

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT II (SG 8)	UNIVERSITY FOOD SERVICE	ADAS2-2199-2004	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) ADMINISTRATIVE AIDE V (CARPENTER II) (SG-5)	UNIVERSITY FOOD SERVICE	ADA5-610-2004	ELEMENTARY SCHOOL GRADUATE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CARPENTER MC NO. 10, S. 2013-CATEGORY II	12 February 2018
(1) ADMINISTRATIVE ASSISTANT IV (PHOTOGRAPHER III) (SG-10)	OFFICE OF THE UNIVERSITY REGISTRAR	ADAS4-152-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL TRADE/COURSE	2 YEARS OF RELEVANT EXPERIENCE	8 HOURS OF RELEVANT TRAINING	PHOTOGRAPHER MC NO. 10, S. 2013-CATEGORY II	12 February 2018
(1) ADMINISTRATIVE ASSISTANT III (PRINTING MACHINE OPERATOR III) (SG-9)	OFFICE OF THE UNIVERSITY REGISTRAR	ADAS3-1310-2004	HIGH SCHOOL GRADUATE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	PRINTING MACHINE OPERATOR MC NO. 10, S. 2013-CATEGORY II	12 February 2018
(1) ADMINISTRATIVE AIDE VI (CLERK III) (SG-6)	COLLEGE OF HOME ECONOMICS	ADA6-2475-2004	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	13 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 uphrdorecruitment@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
7 February 2018

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