

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #082

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE ASSISTANT IV (SG-10)	SCHOOL OF ECONOMICS	ADAS4-146-2004	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	2 YEARS OF RELEVANT EXPERIENCE	8 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	19 February 2018
(1) ADMINISTRATIVE AIDE VI (CLERK III) (SG-6)	BUSINESS CONCESSIONS OFFICE	ADA6-1975-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	19 February 2018
(1) ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) (SG-4)	OFFICE OF THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS	ADA4-2698-2004	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	19 February 2018
(1) ADMINISTRATIVE ASSISTANT II (CLERK IV) (SG-8)	STUDENT DISCIPLINARY TRIBUNAL	ADAS2-2318-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	19 February 2018
(1) DENTAL AIDE (SG-4)	UNIVERSITY HEALTH SERVICE	DTA-8-1998	HIGH SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	19 February 2018
(1) DENTIST II (SG-17)	UNIVERSITY HEALTH SERVICE	DENT2-5-1998	DOCTOR OF DENTAL MEDICINE OR DENTAL SURGERY	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	RA 1080	19 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 [uphrdorecruitment@gmail.com](mailto: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](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

**SHIERLYN T. SISON**  
Administrative Officer V, HRDO  
7 February 2018

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