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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #086

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE AIDE IV (DRIVER I) (SG-3)</b>	MEDIA AND PUBLIC RELATIONS OFFICE	UP CONTRACTUAL	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE MC NO. 10, S. 2013-CATEGORY IV	<b>19 February 2018</b>
<b>(1) LIBRARIAN I (SG-11)</b>	ARCHAEOLOGICAL STUDIES PROGRAM	UP CONTRACTUAL	BACHELOR'S DEGREE IN LIBRARY SCIENCE OR INFORMATION SCIENCE OR BACHELOR OF SCIENCE IN EDUCATION/ARTS MAJOR IN LIBRARY SCIENCE	NONE REQUIRED	NONE REQUIRED	RA 1080 (LIBRARIAN)	<b>19 February 2018</b>
<b>(1) ADMINISTRATIVE AIDE VI (CLERK III) (SG-6)</b>	UNIVERSITY HEALTH SERVICE	UP CONTRACTUAL	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	1 YEAR OF RELEVANT EXPERIENCE	4 HOURS OF RELEVANT TRAINING	CAREER SERVICE SUB-PROFESSIONAL	<b>19 February 2018</b>

**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 [uphdorecruitment@gmail.com](mailto:uphdorecruitment@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.**