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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #101**

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(1) UNIVERSITY EXTENSION SPECIALIST III (SG-20)	INSTITUTE FOR SMALL SCALE INDUSTRIES	UEXSP3-33-1998	1) MA or MS degree plus 24 units of advanced graduate work completed; or  2) MA or MS degree plus 12 units of advanced graduate work completed; or  3) MA or MS degree; or  4) AB or BS degree plus 21 units of graduate work completed	1) None required; or  2) Three (3) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist; or  3) Five (5) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist; or  4) Seven (7) years of experience in designing and/or conducting training programs, or in teaching at the collegiate level, or in supervisory/consultancy work, or as Training Officer/Associate/Specialist	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 [updhrdrecruitment@gmail.com](mailto:updhrdrecruitment@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  
9 February 2018

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