

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #103

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS			DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	ELIGIBILITY	
(1) COLLEGE LIBRARIAN III (SG-18)	INSTITUTE FOR SMALL SCALE INDUSTRIES	CL3-38-1998	1. MA or MS degree plus 12 units of advanced graduate work completed; or 2. MA or MS degree; or 3. AB or BS degree plus 18 units of graduate work completed	1. None required; or 2. Three (3) years of professional experience in library/information work or in teaching Library Science/Information Science/Management; or 3. Six (6) years of professional experience in library/information work or in teaching Library Science/Information Science/Management	RA 1080 (LIBRARIAN)	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_form2.xlsx) and send it to our email address at updhrdoecruitment@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
9 February 2018

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