

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #110

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) GUIDANCE SERVICES SPECIALIST II (SG-18)</b>	DILIMAN GENDER OFFICE	GSS2-37-1998	MA or MS degree with a major in guidance or psychology	3 years of experience in teaching guidance and/or psychology, or in professional counseling and guidance	8 hours of relevant training	RA 1080 (Guidance Counselor)	<b>19 February 2018</b>

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 [updhrdorecruitment@gmail.com](mailto:updhrdorecruitment@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*  
12 February 2018

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