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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #009

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE IV (DRIVER II) (SG-4)	NATIONAL CENTER FOR TRANSPORTATION STUDIES	ADA4-2829-2004	Elementary School Graduate	None required	None required	Professional Driver's License MC No. 10, s. 2013-Category IV	22 January 2018
(1) ADMINISTRATIVE AIDE VI (CLERK III) (SG-6)	NATIONAL COLLEGE OF PUBLIC ADMINISTRATION AND GOVERNANCE	ADA6-2181-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	22 January 2018
(1) ADMINISTRATIVE OFFICER III (RECORDS OFFICER II) (SG-14)	SCHOOL OF URBAN AND REGIONAL PLANNING	ADOF3-875-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	22 January 2018
(1) MEDICAL TECHNOLOGIST I (SUBSTITUTE) (SG-11)	UNIVERSITY HEALTH SERVICE	MDTK1-6-1998	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	RA 1080	22 January 2018
(1) ADMINISTRATIVE ASSISTANT II (SG-8)	UP FILM INSTITUTE	ADAS2-2503-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-professional	22 January 2018

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 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;
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

11 January 2018

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