

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #268

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
(2) ADMINISTRATIVE AIDE VI (CLERK III) (SG-6)	DILIMAN ACCOUNTING OFFICE	ADA6-2478-2004, ADA6-1867-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL	21 May 2018
(1) ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II) (SG-15)	UP PRESS	ADOF4-1037-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL	21 May 2018
(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)	UP FILM INSTITUTE	ADA3-3860-2004	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	21 May 2018
(1) ADMINISTRATIVE OFFICER V (CASHIER III) (SG-18)	DILIMAN CASH OFFICE	ADOF5-1017-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL	21 May 2018

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at <http://hrdo.upd.edu.ph/NEWRSSFORMrevised2018.xlsx> and send it to updhredoctrruitment@gmail.com.
- 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 PDS
 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

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

11 May 2018

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