

# 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	
<b>(2) ADMINISTRATIVE AIDE VI (CLERK III) (SG-6)</b>	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	<b>21 May 2018</b>
<b>(1) ADMINISTRATIVE OFFICER IV (INFORMATION OFFICER II) (SG-15)</b>	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	<b>21 May 2018</b>
<b>(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)</b>	UP FILM INSTITUTE	ADA3-3860-2004	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	<b>21 May 2018</b>
<b>(1) ADMINISTRATIVE OFFICER V (CASHIER III) (SG-18)</b>	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	<b>21 May 2018</b>

**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 [updhredoctrument@gmail.com](mailto:updhredoctrument@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.**