

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #536

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE V (PAINTER II)	5-1	CAMPUS MAINTENANCE OFFICE	ADA5-763-2004	ELEMENTARY SCHOOL GRADUATE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	PAINTER MC NO. 10., S. 2013 CATEGORY II	16 November 2018
DUTIES & RESPONSIBILITIES:								
* To paint/repaint interior walls of the buildings; * To paint/repaint interior and exterior parts of the buildings; * To assist in repainting of chipped flooring after the installation of pipes and rough-ins; * To repaint signages, parking lot lines, common areas, curbs and gutter; * To prepare estimate and bill of materials for painting works; * To do other task assigned by the supervisor								
WELDER II	6-1	CAMPUS MAINTENANCE OFFICE	WELD2-11-1998	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	WELDER MC NO. 10., S. 2013 CATEGORY II	16 November 2018
DUTIES & RESPONSIBILITIES:								
* To fabricate window grills, aircon holders, frames, billboards, signages, etc.; * To repair R.P. vehicle body, underchassis, window grills, aircon holder, etc.; * To prepare arts and materials for the project; * To clean the working area; * To attend to other works assigned by higher Supervisors								

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to updhredrecruitment@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 (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the last rating period (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

6 November 2018

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