

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #537

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE AIDE VI (ELECTRICIAN II)</b>	6-1	CAMPUS MAINTENANCE OFFICE	ADA6-2247-2004, ADA6-2260-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	ELECTRICIAN MC NO. 10., S. 2013 CATEGORY II	16 November 2018
<b>DUTIES &amp; RESPONSIBILITIES:</b>								
* To do electrical services such as: repair/replace electrical fixtures, install/re-wire electrical wirings, install additional electrical fixtures, conduct electrical trouble shoot, operate generator set, operate sound system; * To do other works assigned by higher supervisors								
<b>ADMINISTRATIVE AIDE VI (LABOR FOREMAN)</b>	6-1	CAMPUS MAINTENANCE OFFICE	ADA6-2274-2004	HIGH SCHOOL GRADUATE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	MC NO. 10, S. 2013-CATEGORY III	16 November 2018
<b>DUTIES &amp; RESPONSIBILITIES:</b>								
* To supervise/monitor personnel; * Inspect all road works; * Upkeep and maintain areas of responsibilities such as: sweeping and dumping of garbage, painting curb and gutter, weeding/cultivating; * To prepare and submit accomplishment report, performance rating, etc; * 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](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [updhrdrecruitment@gmail.com](mailto:updhrdrecruitment@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](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](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.**