

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #539

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE AIDE V (CARPENTER II) SUBSTITUTE</b>	5-1	NATIONAL INSTITUTE OF PHYSICS, COLLEGE OF SCIENCE	ADA5-665-2004	ELEMENTARY SCHOOL GRADUATE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CARPENTER MC NO. 10., S. 2013 CATEGORY II	16 November 2018

**DUTIES & RESPONSIBILITIES:**

*\* Installation/Replacement of defective ceilings, walls, and roofs; \* Repairs/Replacement of defective cabinets, chairs, tables, shelves, racks, doors, etc.; \* Fabrication of new classroom/computer/faculty/laboratory tables, cabinets, chairs, writing tables, blackboards, dividers, platforms, casings for laboratory apparatus, equipment and appliances; \* Painting/repainting of classrooms, faculty rooms, teaching/research laboratories and offices, corridors, walls, ceilings, etc.; \* Does masonry work for repair of leaks along window lodge, plaster, tile setting, etc.; \* Does other duties assigned by the Deputy Director for Research and Facilities*

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