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University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #540**

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
<b>UNIVERSITY RESEARCH ASSOCIATE I</b>	12-1	NATIONAL INSTITUTE OF PHYSICS, COLLEGE OF SCIENCE	UNIRA1-292-1998	AB or BS degree relevant to the nature of the work in the position	None required	<b>16 November 2018</b>

**DUTIES & RESPONSIBILITIES:**

*\* Assists in the Photonics research projects such as characterization of laser-produced plasma; \* Provides technical support to the members and other student-members of the Photonics Research Laboratory; \* Maintains and coordinates the repair of laser and other equipment in the laboratory; \* Acts as liaison between the Photonics Research Laboratory, funding agencies, and research collaborations; \* Monitors, maintains and updates inventory of materials and equipment of the group; \* Assists in gathering of quotations and canvasses of supplies, equipment and materials of the group; \* Arranges the acquisition of supplies, materials, and equipment of the group\* Assists in managing apprentices of the group; \* Performs other duties and responsibilities that may be assigned by the Director and Deputy Directors*

***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.**

