

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #542

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
<b>SCIENCE EDUCATION ASSOCIATE II</b>	14-1	NATIONAL INSTITUTE FOR SCIENCE AND MATHEMATICS EDUCATION DEVELOPMENT	SEA2-15-1998	1) Bachelor's degree in physical science plus 18 units of graduate work completed; or	None required; or	<b>16 November 2018</b>
				2) Bachelor's degree in physical science plus 6 units of graduate work completed; or	Two (2) years of experience in teaching, preferably one (1) year of which should have been in schools outside of the University; or	
				3) Bachelor's degree in physical science	Three (3) years of experience in teaching, preferably one (1) year of which should have been in schools outside of the University	

### DUTIES & RESPONSIBILITIES:

*\* Participate in the conduct of research projects in general science, geology or earth and environmental science education; \* Develop teaching and learning materials in general science, geology or earth and environmental science education; \* Assist in the preparation and conduct of professional development programs for general science, geology or earth and environmental science teachers; \* Assist in the development and tryout of improvised materials for general science, geology or earth and environmental science teaching; \* Perform administrative tasks and extension services;*

### **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.**