

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #543

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
SCIENCE EDUCATION ASSOCIATE II	14-1	NATIONAL INSTITUTE FOR SCIENCE AND MATHEMATICS EDUCATION DEVELOPMENT	SEA2-22-1998	1) Bachelor's degree in physical science plus 18 units of graduate work completed; or	None required; or	16 November 2018
				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 and send it to 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) 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.