

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #545

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY RESEARCH ASSOCIATE I	12-1	LAW COMPLEX	UNIRA1-280-1998	AB or BS degree relevant to the nature of the work in the position	None required	16 November 2018

DUTIES & RESPONSIBILITIES:

** Writes news stories of events and/or activities in the Law Complex for posting in the Law Complex website; * Check and correct galley proof or encoded manuscripts transcribed from lectures/seminars of the Law Complex; * Develop case studies, writes research reports including interpretation and presentation of data; * Index lists of cases and laws; * Undertake researches necessary for development of position papers and issues on public policies and law reforms; * Draft communications, research proposals, reports and other related materials in connection with publication projects of the Law Complex; * Perform such other research and editorial duties as may be assigned by the Division Head*

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.

