

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #546

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II (PROPERTY CUSTODIAN)	8-1	UP BALAY INTERNASYONAL	ADAS2-2601-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	16 November 2018

DUTIES & RESPONSIBILITIES:

** Functions as the property custodian for safekeeping of all equipment, supplies which includes all the physical properties of Balay; * Issues requested items, supplies and/or equipment needed for BK and KB; sees to it that storeroom is organized & well maintained; * Conducts perpetual and physical inventory of all supplies, equipment & appliances, etc. & updates the records of all these for future reference and procurement plans/targets; * Procures the necessary supplies/materials or equipment indicated at Balay APP; the system and procedures is also consistent with government rules; * Coordinates with office BA as regards to proper maintenance and repair of Balay properties and facilities; * Prepare all the documents/reports required by SPMO or other offices in UPD such as Inventory Report, APP & other related data; * Does actual or online canvass for BK & KB supplies and equipment for quotation of purchases repairs and services and make sure the supplies or service provider meet the government requirements on quality standard and right specifications*

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.