

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #547

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS		EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY RESEARCHER II	18-1	CENTER FOR POLICY & EXECUTIVE DEVELOPMENT, NATIONAL COLLEGE OF PUBLIC ADMINISTRATION & GOVERNANCE	UNIR2-256-1998	1) MA or MS degree plus 12 units of advanced graduate work completed; or	None required; or	16 November 2018
				2) MA or MS degree; or	Three (3) years of experience in formulating research designs and/or conducting research, or as University Researcher I, or six (6) years of experience as University Research Associate I or II; or	
				3) AB or BS degree plus 18 units of graduate work completed	Five (5) years of experience in formulating research designs and/or conducting research, or as University Researcher I, or ten (10) years of experience as University Research Associate I or II	

DUTIES & RESPONSIBILITIES:

** Design and executes research, training, academic and other activities of the centre; * Prepares research plans and instruments; * Gathers and process data; * Libray work; * Writes report for submission to the project head and director; * Performs other related tasks taht may be assigned by the immediate supervisor and director*

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 present position for one (1) year (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.