

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #551

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
ADMINISTRATIVE AIDE IV (CLERK II)	4-1	NATIONAL INSTITUTE OF GEOLOGICAL SCIENCES, COLLEGE OF SCIENCE	ADA4-2808-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	19 November 2018

DUTIES & RESPONSIBILITIES:

** Motorpool duties: as vehicle dispatcher - prepare/encode/print trip tickets/travel orders for Faculty, Researchers, Staff, Students, Visitors and other schedules such as distributing and picking up documents within UP and outside UP (Embassies, Industry, transporting/fetching of Faculty/Researchers, Staff, Students, visitors to/from NAA for their official travel local and abroad and to the Institute), Coordinate with all concerned on their schedule trips/travels*

** General administrative duties: Maintain/prepare/encode/print database for the Institute faculty/researchers, conferences attended, research projects, publications and related documents for the Productivity-Based Bonus, UP Diliman Central Administration and requesting Government—funding agencies, i.e. NRCP, DOST, etc.. , Assist in the activities/events held in the Audio-Visual Room/Multipurpose Room and Classrooms such as preparation/provision of Screens, LCDs, microphones, and other gadgets; turn off lights and aircon units, etc. after use of these rooms, Assist in the Accounting staff, School Credits Evaluator and attend to other general administrative work such as in document processing/photocopying, collating of documents, Act as messenger/errand person within and outside NIGS in the absence of the NIGS Liaison Officer or when Liaison Officer is delivering/picking up documents outside UP, Systematize administrative and academic files*

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

7 November 2018

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.