

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #555

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II (CLERK IV)	8-1	INSTITUTE FOR SMALL SCALE INDUSTRIES	ADAS2-2072-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	19 November 2018
DUTIES & RESPONSIBILITIES: <i>* Performs general clerical duties including but not limited to: the management of records, documents correspondences, etc: photocopying; filing; canvassing; and coordination; * Prepare and follow-up vouchers, reimbursements; * Schedule and coordinate meetings appointments; * Monitor attendance of Research Division staff; Maintain adequate office supplies for Research Division; *Coordinate travel arrangements; Make catering arrangements for forums, symposiums, and conferences being organized by Research Division</i>								
ADMINISTRATIVE ASSISTANT I (SECRETARY I)	7-1	INSTITUTE FOR SMALL SCALE INDUSTRIES	ADAS1-508-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	19 November 2018
DUTIES & RESPONSIBILITIES: <i>* Performs general clerical duties including but not limited to : filing and management of records, documentation of process, coordination within ISSI and other relevant agencies for special projects, photocopying, typing, etc; * Prepare documents for processing of payment, reimbursement, liquidation, procurement/purchasing; * Schedule and coordinate meetings, appointments; * Monitor attendance of BEDD staff; * Maintain adequate office supplies for BEDD; * Coordinate travel arrangements including preparation of Itinerary of Travel, * Travel Order, Car Request; * Make venue and catering arrangements for forums, seminars, conferences</i>								

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
8 November 2018

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