

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #556

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE VI (ELECTRICIAN II)	6-1	CAMPUS MAINTENANCE OFFICE	ADA6-2265-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	ELECTRICIAN MC NO. 10., S. 2013 CATEGORY II	19 November 2018
DUTIES & RESPONSIBILITIES:								
* Does electrical services such as: Repair/replace electrical fixtures, Install/re-wire electrical wirings, Install additional electrical fixtures, Conduct electrical trouble shoot, Operate generator set, Operate sound system; * Does other works may be assigned by higher supervisors								
ADMINISTRATIVE AIDE IV (DRIVER II)	4-1	UNIVERSITY COMPUTER CENTER	ADA4-2709-2004	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	PROFESSIONAL DRIVER'S LICENSE MC NO. 10, S. 2013-CATEGORY IV	19 November 2018
DUTIES & RESPONSIBILITIES:								
* To transport staff and student assistants who will render technical support to various units in the University in time of need; To deliver equipment used for existing IT projects; * To keep service vehicle in clean and good running condition; To perform tasks assigned by the Director and staff from time to time								

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.