

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #557

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	8-1	NATIONAL COLLEGE OF PUBLIC ADMINISTRATION & GOVERNANCE	ADAS2-2411-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	19 November 2018

DUTIES & RESPONSIBILITIES:

**Receive, file and maintain academic related documents (e.g., communications, SDT cases, filing documents into student jackets); * Assist the College Secretary and Director in the coordination of admission, registration, graduation, student council election, summer internship program and other activities; * Prepare and check accuracy and completeness of entries in the Faculty Service Record, update data on faculty loading and prepare disbursement voucher for faculty overload; * Process requests for true copy of grades (TCG); * Assist in processing of applicants for admission to the BPA, Dip PM/MPA, and DPA Program; * Upload and update schedule of classes for the semester; * Receive/relay messages by telephone. To attend to students/faculty inquiries/request about the academic program offerings, requirements and deadlines; * Print results of Student Evaluation of Teachers (SET), distribute to faculty and lecturers and make summary of SET results of all courses for the semester; * Proctor during entrance, qualifying and comprehensive examinations; * Reproduce and print working papers for the faculty and committee meetings.*

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.