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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #560

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE AIDE VI (PRINTING MACHINE OPERATOR II)</b>	6-1	NATIONAL INSTITUTE FOR SCIENCE AND MATHEMATICS EDUCATION DEVELOPMENT	ADA6-2339-2004	HIGH SCHOOL GRADUATE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	PRINTING MACHINE OPERATOR MC NO. 10., S. 2013 CATEGORY II	19 November 2018

**DUTIES & RESPONSIBILITIES:**

\* Assist in the setting and adjustment of the offset machine before printing ; operate the machine to print books, modules, etc.; \* Assist in the maintenance of the machine such as performing regular inspection and lubrication of the machine; \* Perform preparatory printing tasks such as checking the paper size and joggling of paper; \* Clean the machine rollers and cylinders; change the moleton cloth regularly and wash it after each operation; \* Record all jobs completed

***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](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [updhrdorecruitment@gmail.com](mailto: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](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](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.**