

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #561

POSITION	SALARY GRADE	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
				EDUCATION	EXPERIENCE	
UNIVERSITY EXTENSION ASSOCIATE I	12-1	COLLEGE OF ENGINEERING LIBRARY	UP CONTRACTUAL	AB or BS degree relevant to the nature of the work in the position	None required	22 November 2018

DUTIES & RESPONSIBILITIES:

** Library Marketing and Promotion: Developing promotional materials of library programs, services and facilities, Conducting market research / library user studies and orientations to students alumni and faculty, Producing and updating library information and promotional materials (e.g. presentations, brochures, social media/blog/article posts, etc.); * Extension Services and Outreach Programs: Assisting in the development of strategic plans of the extension services and outreach programs of the Library, Preparing proposals for grants and outreach programs, Serve as liaison of the Library at various events and outreach programs, as assigned, Monitoring and evaluating library outreach /extension programs; * Networking and Linkages: Liaise between various organizations/institutions to strengthen the extension and outreach programs of the Library, Network with possible donors for support of the extension / outreach programs of the Library, Handling the processing of all MOAs/MOUs, contracts and other related documents for final action, including monitoring and evaluating the flow of work and coordinating with units/proponents; * Inventory / Stack maintenance: Conducting inventory of supplies and furniture and Shelving / Shelf-reading; * Other Library Tasks: Does other tasks that the Head Librarian may assign from time to time such as drafting correspondences, reports, and others*

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

8 November 2018

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.