

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #603

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)	11-1	OFFICE OF STUDENT ACTIVITIES	ADOF2-588-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	11 December 2018

DUTIES & RESPONSIBILITIES:

* Ensure upkeep of office services, premises at all times; * Monitor administrative staff compliance to daily office services/responsibilities; * Coordinate staff meetings and with other line offices and UPD units; * Monitor unit budget allocation; * Receive, screen and record incoming/outgoing official letters/documents; * Receive, check and record incoming /outgoing vouchers of USC and Phil. Collegian for signature of the OSA Coordinator; * Prepare Disbursement Voucher and Obligation Request (ObR) and other pertinent documents for payment of office supplies, equipment and other bills/expenses; record and countersign vouchers for signature of the Unit Head; * Procure office supplies, equipment and other office requirements in compliance with government procurement regulation; * Prepare letter of request for funding support for acquisition of additional equipment/office improvement/repair; * Prepare letter of request for funding of OSA related activities; * Prepare and submit consolidated record of attendance (CRA)/Monthly report of attendance to HRDO, Performance Targets and Ratings; * Safely keep official records and documents (201 files, vouchers, disbursements, official memos, audit reports, etc); * Prepare request for authority to fill—up vacant item. Basic paper of appointment for personnel, contract of services, job order; * Assist in the implementation of Philippine Collegian Editorial Exams; *Assist in the implementation of University Student Council Election of Officers; * Does other work assigned or as requested by the Coordinator or the Vice Chancellor for Student Affairs (OVCSA)

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 hrdorecruitment.upd@up.edu.ph
- 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

28 November 2018

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