

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #604

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE ASSISTANT I (REPRODUCTION MACHINE OPERATOR III)</b>	7-1	COLLEGE OF HOME ECONOMICS	ADAS1-484-2004	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	11 December 2018

**DUTIES & RESPONSIBILITIES:**

*\* Photocopying works: a. Attend to photocopying of course syllabus/handouts/exams for students use and office letters/comms/reports/DVs and its attachments/appointments/basic papers/personnel contracts/student records,etc. Maintain a list of papers used in photocopying, b. Coordinates with the supplier for the proper maintenance of the photocopying machine. Computes photocopying expenses and prepares monthly report per department and its laboratory and the 10 offices in the College; \* Prepares request for paper and toner for the photocopying machine. Coordinates with the suppliers for the need of toner and to SPMO for the photocopying papers; \* Maintain records of photocopying request and reports; \* Attend to other work assigned from time to time; \* Participate in the College activities/events/programs*

**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 [hrdorecruitment.upd@up.edu.ph](mailto: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](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*

28 November 2018

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