

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #605

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II (CLERK IV)	8-1	COLLEGE OF HOME ECONOMICS	ADAS2-2382-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	11 December 2018

DUTIES & RESPONSIBILITIES:

* *Circulation and Reserve Services: a. Charging and discharging of library materials, b. Filing book cards, c. Computing/collecting fines and payments for lost books, library fees, etc., d. Preparing/updating delinquent file, e. Recording number of library materials borrowed, f. Preparing interlibrary loans; * Collection Maintenance and Preservation: a. Conducting collection inventory b. Preparing library materials for binding (current materials), c. Receiving processed library materials from the bindery, d. Relabeling library materials; * Manning Control Desk: a. Checking user's ID, b. Inspecting user's books, bags, etc. upon exit, c. Recording number of readers/users admitted; * Registration and Clearances: a. Issuing internet cards/computer usage card, b. Countersigning I.D. cards, c. Issuing clearances; * Technical Services: a. Typing book cards and pockets, b. Labelling of library materials, c. Pasting book pockets and date due slips, d. Registering newly processed books in iLib circulation module, e. Filing of shelflist card in USL; * Administrative Services: a. Preparing technical specifications of supplies/equipment for bidding, b. Canvassing of prices of equipment & supplies c. Preparing /processing DV, RIV, COA and request for inspection*

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.