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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #606

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)</b>	15-1	LAW COMPLEX	ADOF4-964-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	11 December 2018

**DUTIES & RESPONSIBILITIES:**

*\* Assist the Associate Dean in the administrative matters; \* Assist in the planning of roundtable discussions, symposia and other special seminars and faculty lecture series; \* Supervise the staff assigned in the Office of the Associate Dean; \* Scrutinize, check and verify all incoming/outgoing official-related papers for the action of the Associate Dean; Supervise the needs of the office such as requisition of office supplies, equipment, as well as the filing system of the office; \* Keep track of appointments, attend to visitors and arrange meetings of the Associate Dean*

***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

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

**AUGUSTUS C. RESURRECCION, Ph.D.**

*Deputy Director, HRDO*

28 November 2018