

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #610

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE AIDE III (UTILITY WORKER II)	3-1	OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS	ADA3-3705-2004	MUST BE ABLE TO READ AND WRITE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	11 December 2018

DUTIES & RESPONSIBILITIES:

** To maintain the upkeep and cleanliness of the Office of the Vice Chancellor for Community Affairs furniture; * To photocopy and collate materials as needed; * To act of office messenger; * To follow up office requisition for supplies, equipment, reimbursements, payments/remit payment of utilities; * To place car stickers; * Perform other tasks that may be assigned by the EA or VCCA from time to time (serve food during meetings, runner for special events, etc.)*

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.