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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #612

| POSITION | SALARY GRADE | COLLEGE/UNIT | ITEM NUMBER | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|--|--------------|---------------------------|----------------|---------------------------------------|------------------------------|--------------------------------|---|-------------------------|
| | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III) | 18-1 | OFFICE OF STUDENT HOUSING | ADOF5-931-2004 | BACHELOR'S DEGREE RELEVANT TO THE JOB | 8 HOURS OF RELEVANT TRAINING | 2 YEARS OF RELEVANT EXPERIENCE | CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY | 11 December 2018 |

DUTIES & RESPONSIBILITIES:

* Acts as coordinator between OSH and OVCSA (mother unit) on the delivery of the plans and programs for the residence halls; * Assists in implementing the residence halls' policies, rules and regulations and ensuring that these policies are in accordance with the implemented University policies; * Assists Officer-in-Charge of in the daily OSH operations and in supervising personnel Regular/Permanent/Agency personnel; * Acts as OSH' Property Custodian, conducts regular inventory of properties and prepares report; * Attends to requests, queries and concerns of eleven (11) residence halls regarding student/resident activities and other related needs; * Assists in the regular repair, maintenance and renovation of eleven (11) residence halls; * Prepares finance, administrative and other related documents e.g. budget requests procurement plans, disbursement vouchers, purchase requests, purchase orders, billings, and memorandum; * Supervises Office of Student Housing (OSH) student assistants (SA), graduate assistants (GA) & research assistants (RA).

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.