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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #613

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)	9-1	NATIONAL CENTER FOR TRANSPORTATION STUDIES	ADAS3-1367-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	11 December 2018

DUTIES & RESPONSIBILITIES:

** Provides administrative support (organization of the office, preparation of training materials, coordination and management of clients/ customers/ lecturers/ visitors, distribution of mails, take minutes during meetings, maintenance of office supplies, and coordinate repairs of office equipment/facilities of the group) for various activities of the Center; * Operate different office equipment such as computer, office software, printer, telephone system, fax machine, photocopier, scanner, LCD projector; and provides technical assistance to the activities of the Group/ Center. Maintenance of different database of the Center; * Conduct of transportation and traffic survey, and survey data processing. Attends and participates meetings, research and extension activities of the Group/ Center. Performs other duties that may be required by the Computer Programmer/ Group Head/ Director*

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.