

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #484

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
(1) SENIOR ADMINISTRATIVE ASSISTANT I (DATA ENTRY MACHINE OPERATOR IV) (SG-13)	COLLEGE OF ENGINEERING	SADAS1-586-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/ TRADE COURSE	16 HOURS OF RELEVANT TRAINING	3 YEARS OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/ FIRST LEVEL ELIGIBILITY	12 October 2018

DUTIES & RESPONSIBILITIES:

* Evaluate Scholastic Standing & Tag Students with Accountability and Academic ineligibility in CRS (For Non-major, shifting-out and other students); * Prepare and Print "Certificate of Recognition" for undergraduate program; * Prepare list of Non-major and shifting-out students of the College; * Prepare Lists of enrolment and Statistics for Non-major and shifting-out students; * Prepare Student's Notice of Dismissal; * Record and file grade submitted (hard copy) within the college (REPORT OF GRADES, REMOVAL/COMPLETION GRADE); * Entertain students for their inquiries (Academic status, applications for transfer, non-major, shifting-out, shifting-in); * Sort, file, record and update records of grades (Diploma, Report of Grades, Removal/completion grades, LOA, Form 5); * Mail copy of Contract for Non-Major, Notice of Dismissal and copy of approved LOA to the student's parents; * Process Contracts for Transfer to Non-major Status and Voluntary Shifting-out Status; * Process College Admission Slips and other requirement (for Non-major, AWOL, form for Medical Certificate; * Process Dropping Slip Form (Print dropping form for Non-major and Shifting out Students); * Untag student with Accountabilities and academic eligibilities in CRS; * Validate, Assess and print Form 5 of Non-Major and Shifting-out Students Issue Notice of Deficiency/cies (Entrance Credentials of Freshman and Transfer students) to students; Prepare Statistics of enrolment

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 updhrdorecruitment@gmail.com.
- 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 present position for one (1) year (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

2 October 2018

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