

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #485

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>(1) ADMINISTRATIVE AIDE V (PLUMBER II) (SG 5-1)</b>	UTILITIES MANAGEMENT TEAM	ADA5-650-2004	ELEMENTARY SCHOOL GRADUATE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	PLUMBER MC NO. 10., S. 2013 CATEGORY II	<b>12 October 2018</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>							
* Do plumbing works such as installation of lavatory/kitchen faucet, etc. Reading of water-sub meters of UPD buildings; * Reading of electric sub-meters of UPD buildings; * Performs disconnection of utility service/supply to delinquent concessionaires in coordination with BCO; * Visit buildings with unusual increase of utility consumptions and coordinate the concern to the Building representative/Building Administrator							

**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 [updhrdorecruitment@gmail.com](mailto: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](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 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.**