

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #530

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
MOVIE EQUIPMENT TECHNICIAN III	11-1	UP FILM INSTITUTE	MET3-3-1998	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/ TRADE COURSE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	MOVIE EQUIPMENT TECHNICIAN MC NO. 10., S. 2013 CATEGORY II	26 November 2018

DUTIES & RESPONSIBILITIES:

** Directly operate and manage the operation of film projectors and public address equipment during film screenings, symposia, conferences, training, workshops and equipment rental; * Inspect and clean the films scheduled for screening; * Oversee the repair and maintenance of motion picture equipment and regularly observe the equipment to be In good operating condition; * Prepare regular and periodic reports on the status of motion picture equipment; * Recommend necessary repairs and/or upgrading of film equipment and spare parts to the Theater Operations Head and Administrative Officer*

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 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

26 October 2018

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