

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #482

POSITION	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
(1) ADMINISTRATIVE AIDE III (AUDIO-VISUAL EQUIPMENT OPERATOR I) (SG-3)	UP THEATER	ADA3-3574-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TR ADE COURSE	NONE REQUIRED	NONE REQUIRED	AUDIO-VISUAL EQUIPMENT OPERATOR/TECHNICIAN MC NO. 10., S. 2013 CATEGORY II	8 October 2018

DUTIES & RESPONSIBILITIES:

** Ensure all electrical and electronic installations are working & safety requirements are met during event set-up & strike; * Coordinate/assist sound technician during set-up & strike of the sound system brought in by the lessee at Villamor Hall; * Assist in the operation & maintenance of the in-house sound system & other audio equipment during event set-up, rehearsal, show & strike; * Assist in the set-up and strike of lighting equipment at the Aldaba Hall and Bulwagan ng Dangal during events; * Regularly keep & update an inventory of all electrical equipment & supplies not included in the lighting & audio system & monitor their procurement, usage, repair & disposal; * Assist in the maintenance & upkeep of the PABX & CCTV system in Villamor Hall, Aldaba Hall & Bulwagan ng Dangal; * Assist in the maintenance and ensure operational and functional capabilities of theater equipment and facilities; * Ensure that building safety and fire protection codes and theater policies are implemented; * Maintain regular inventory of sound equipment, accessories and supplies; * Prepare daily accomplishment report*

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 uphdorecruitment@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

ANGELA D. ESCOTO, Ph.D.

Director, HRDO

27 September 2018

NOTE: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.