

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #289**

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION	
		STATUS	EDUCATION	EXPERIENCE	TRAINING		ELIGIBILITY
<b>(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG 3)</b>	COLLEGE OF ENGINEERING	Permanent ADA3-3525-2004	Must be able to read and write	None required	None required	MC NO.10, s. 2013 - Category III	<b>16 October 2017</b>
<b>(1) ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) (SG 4)</b>	HUMAN RESOURCES DEVELOPMENT OFFICE	Permanent ADA4-2700-2004	Elementary School Graduate	None required	None required	MC NO.10, s. 2013 - Category III	<b>16 October 2017</b>
<b>(1) COOK I (SG 3)</b>	COLLEGE OF HOME ECONOMICS	Permanent COK1-8-1998	Elementary School Graduate	None required	None required	MC NO.10, s. 2013 - Category III	<b>16 October 2017</b>
<b>(1) ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II) (SG 14)</b>	COLLEGE OF HOME ECONOMICS	Permanent ADOF3-855-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>16 October 2017</b>

**Interested applicants must:**

a) Download and fill-out the Recruitment Forms 1 & 2 of UP Human Resources Development Office (HRDO) at ([http://hrdo.upd.edu.ph/RSS\\_form1.xlsx](http://hrdo.upd.edu.ph/RSS_form1.xlsx), [http://hrdo.upd.edu.ph/RSS\\_form2.xlsx](http://hrdo.upd.edu.ph/RSS_form2.xlsx)) and send it to our email address at [updhrdrecruitment@gmail.com](mailto:updhrdrecruitment@gmail.com). (need not to be printed)

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) Comprehensive Résumé with (1) 2x2 recent picture
- 3) Supporting documents: (only photocopies of the following documents should be submitted but original copies must be presented for counterchecking)
  - i) Transcript of Records, ii) Certificate/s of Employment signed by previous employer,
  - iii) Seminar/Training Certificates (taken within the last five (5) years), iv) Certificate of awards/citations (optional but encouraged to be submitted),
  - v) Certificate of Eligibility, vi) Latest one (1) year Performance Rating/s

**SHIERLYN T. SISON**  
Administrative Officer V, HRDO  
6 October 2017