

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #300

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(1) UNIVERSITY EXTENSION SPECIALIST I (SG-16)	DILIMAN GENDER OFFICE	Permanent UEXSP1-37-1998	1. MA or MS degree; or 2. AB or BS degree plus 18 units of graduate work completed; or 3. AB or BS degree	1. None required; or 2. Two (2) years of experience in mid-level training activities, or as University Extension Associate I or II; or 3. Five (5) years of experience in mid-level training activities, or as University Extension Associate I or II	13 October 2017
<p><i>Preferably:</i></p> <ul style="list-style-type: none"> - with BA degree in Women and Development Studies, or equivalent studies/training, such as, but not limited to, Social Sciences, Arts and Humanities or any inter-disciplinary courses - with three (3) year experience in research and publication; writing and production of brochures, pamphlets, newsletter and other forms of advocacy materials; writing press releases 					

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_form2.xlsx) and send it to our email address at updhrdorecruitment@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
12 October 2017