

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #260

| POSITION | COLLEGE/UNIT | STATUS | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|---|--|------------------------------|---|-------------------------------|------------------------------|--|--------------------------|
| | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| (1) ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I) (SG-10) | OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS | Permanent ADOF1-436-2004 | Bachelor's degree relevant to the job | None required | None required | Career Service Professional | 12 September 2017 |
| (1) ADMINISTRATIVE ASSISTANT III (MECHANIC III) (SG-9) | OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS | Permanent ADAS3-1324-2004 | High School Graduate or Completion of relevant vocational/ trade course | 1 year of relevant experience | 4 hours of relevant training | Mechanic (Automotive Servicing) MC No. 10, s. 2013-Category II | 12 September 2017 |
| (1) ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) (SG-4) | OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS | Permanent ADA4-2714-2004 | Elementary School Graduate | None required | None required | MC No. 10, s. 2013-Category III | 12 September 2017 |

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
5 September 2017