

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #272

POSITION	COLLEGE/UNIT	MINIMUM QUALIFICATIONS					DEADLINE OF APPLICATION
		STATUS	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) CHIEF ADMINISTRATIVE OFFICER (SG-24)</b>	OFFICE OF THE PRESIDENT	Permanent CADO-615-2004	Master's degree or Certificate in Leadership and Management from CSC	4 years of supervisory/management experience	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	Career Service Professional	<b>28 September 2017</b>

*Preferably:*

- with excellent oral and written communication skills;
- has prior experience attending and handling Executive meetings;
- can prepare Executive agenda, minutes of meeting, executive report ;
- knowledgeable on CSC rules and regulations, Procurement Act, financial management, networking and linking, personnel and organizational management;
- has prior experience in managing PR, public service, and event related activities;
- has prior experience with integrated administrative computer platforms such as Microsoft 365, Laserfiche, HRIS, FMIS, document tracking, and similar programs;
- familiar with management tools such as Completed Staff Work, Strategic Planning, and SPMS

**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 [updhrdoemployment@gmail.com](mailto:updhrdoemployment@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  
18 September 2017