

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS #273**

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS		DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	
(1) UNIVERSITY RESEARCH ASSOCIATE II (SG-14)	COLLEGE OF EDUCATION	Permanent UNIRA2-291-1998	1) AB or BS degree relevant to the nature of the work in the position plus 18 units of graduate work completed; or  2) AB or BS degree relevant to the nature of the work in the position plus 6 units of graduate work completed; or  3) AB or BS degree relevant to the nature of the work in the position	1) None required; or  2) Two (2) years of experience in mid-level research operations, or as University Research Associate I; or  3) Three (3) years of experience in mid-level research operations, or as University Research Associate I	22 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_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 [updhrdorecruitment@gmail.com](mailto: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  
19 September 2017