

## PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

### BULLETIN OF VACANT POSITIONS #275

| POSITION                                      | COLLEGE/UNIT          | STATUS         | MINIMUM QUALIFICATIONS                    |                               |                              |                                 | DEADLINE OF APPLICATION  |
|-----------------------------------------------|-----------------------|----------------|-------------------------------------------|-------------------------------|------------------------------|---------------------------------|--------------------------|
|                                               |                       |                | EDUCATION                                 | EXPERIENCE                    | TRAINING                     | ELIGIBILITY                     |                          |
| <b>(1) ADMINISTRATIVE ASSISTANT II (SG-8)</b> | DILIMAN BUDGET OFFICE | UP Contractual | Completion of two-year studies in College | 1 year of relevant experience | 4 hours of relevant training | Career Service Sub-professional | <b>25 September 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 [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