

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #281

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE AIDE VI (STOREKEEPER II) (SG-6)</b>	OFFICE OF ALUMNI RELATIONS	Permanent ADA6-2175-2004	Completion of two-year studies in College	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional	<b>9 October 2017</b>
<b>(1) ADMINISTRATIVE OFFICER IV (SG-15)</b>	UP PADAYON	Permanent ADOF4-1039-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>9 October 2017</b>
<b>(1) ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II) (SG-4)</b>	UP PRESS	Permanent ADA4-2687-2004	Elementary School Graduate	None required	None required	MC No. 10,s. 2013- Category III	<b>9 October 2017</b>
<p><i>Preferably:</i></p> <ul style="list-style-type: none"> <li>- with working experience as a photocopier operator in a publishing industry setting (e.g., photocopying of manuscripts/books and other office documents);</li> <li>- with working experience as maintenance personnel involved in janitorial services;</li> <li>- with working experience in clerical errands as needed by the office (e.g. answering telephone calls, doing messengerial tasks, as well as simple bank transactions such as making deposits)</li> </ul>							

**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  
28 September 2017