

## PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

### BULLETIN OF VACANT POSITIONS #285

POSITION	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>(1) ADMINISTRATIVE OFFICER IV (SG-15)</b>	NATIONAL INSTITUTE OF PHYSICS, COLLEGE OF SCIENCE	Permanent ADOF4-972-2004	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service Professional	<b>13 October 2017</b>
<b>(1) ADMINISTRATIVE OFFICER II (PUBLIC RELATIONS OFFICER I) (SG-11)</b>	DILIMAN INFORMATION OFFICE	Permanent ADOF2-594-2004	Bachelor's degree relevant to the job	None required	None required	Career Service Professional	<b>13 October 2017</b>
<b>(1) ADMINISTRATIVE AIDE III (UTILITY WORKER II) (SG-3)</b>	DILIMAN INFORMATION OFFICE	Permanent ADA3-3867-2004	Must be able to read and write	None required	None required	MC No. 10, s. 2013-Category III	<b>13 October 2017</b>
<b>(1) SUPERVISING ECOSYSTEMS MANAGEMENT SPECIALIST (SG-22)</b>	CAMPUS MAINTENANCE OFFICE	Permanent SVEMS-2-1998	Bachelor's degree relevant to the job	3 years of relevant experience	16 hours of relevant training	Career Service Professional	<b>13 October 2017</b>

*Preferably with knowledge and experience on the management of:*

- grounds maintenance works including landscaping, reforestation and regular upkeep of outdoor areas, the upkeep of road and storm water drainage networks and the collection and disposal of solid waste; and
- the review, planning and monitoring of projects, programs and activities involving outdoor physical environments

**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  
3 October 2017