

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #102

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II (DATA ENTRY MACHINE OPERATOR II)	8-1	DEPARTMENT OF ART STUDIES, COLLEGE OF ARTS AND LETTERS	ADAS2-2517-2004	COMPLETION OF TWO YEARS STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/FIRST LEVEL ELIGIBILITY	18 February 2019

DUTIES & RESPONSIBILITIES:

** In-charge of the enlistment of students in Art Studies courses every 1st, 2nd semester, and midyear term; *Encodes, summarizes, and prints SEOT results of faculty generated from the Computerized Registration System (CRS) every 1st, 2nd semester, and midyear term; * Prepares Disbursement Voucher (DV) for salaries of Student Assistant, Professor he Emeritae, Lecturers, and payment of VOIP bill; * Prepares the liquidation papers of faculty relative to local and international travel; * Encodes, uploads and posts in the department's E-group as well as in the bulletin board memorandum, invites, call for papers, announcements, and other communications received; * Provides assistance to projects and events organized by the department; * Issues office supplies to faculty and staff; * Performs other tasks that may be assigned from time to time by the faculty, chair, and administrative officer.*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- 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. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the last rating period (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

ANGELA D. ESCOTO, Ph.D.

Director, HRDO

6 February 2019

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.