

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #104

| POSITION | SALARY GRADE | COLLEGE/UNIT | STATUS | MINIMUM QUALIFICATIONS | | | | EXTENSION OF DEADLINE OF APPLICATION |
|-----------------------------|--------------|---------------------------|--------------|------------------------|---------------|---------------|---|--------------------------------------|
| | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| STUDENT RECORDS EVALUATOR I | 11-1 | COLLEGE OF HOME ECONOMICS | SRE1-20-1998 | BACHELOR'S DEGREE | NONE REQUIRED | NONE REQUIRED | CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY | 11 February 2019 |

DUTIES & RESPONSIBILITIES:

* To process admission of undergraduate students: a) Admission of shiftees and transferees, b) Processing of needed documents for the issuance of admission papers of admitted shiftees and transferees; * To have assisted students during registration period and post registration: a) Enlisting, checking, validating and assessing students, b) Validating/ assessment changemat transactions, c) Process application for dropping, leave of absence and substitution; * To have processed / evaluated / computed CWA: a) Students graduating within and the next semester, b) Graduate students applying for comprehensive and qualifying exam; * To have coordinate graduation information and recognition activities: a) Receive application form / prepare / collate list of candidates for graduation for the current semester, b) Post list of deficiencies of graduating students a OCS bulletin board and furnish copies to all program advisers, c) Submit list of cleared names of graduating students of OUR; * Managing students and other records-curriculum records , student records, data reports: a) File students data i.e. LOA, substitution, clearance, changemat, dropping, compre / qually result at respective jacket; * To have checked and certified issuance of the following: a) True copy of grades, b) Various certifications, c) Form 5s and course description, d) Diploma Preparing reports : admission data reports , graduation data reports , report of grades a) Make summary reports of admission data for BSCN, BSFT and BSHRIM and furnish copy to SRE II
b) Compute CWA of each graduates; encode pertinent data of graduates for the semester, prepare summary reports (alphalisting, ranking and per program listing); * Maintaining efficient communications process: a) Preparing memoranda and letters to various clients, b) Receiving, recording and relaying communications, c) Keeping records of communications, d) Posting communications, e) Answering queries (face to face, telephone)

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.