

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #82

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT I (AUDIO-VISUAL EQUIPMENT OPERATOR III)	7-1	DEPARTMENT OF POLITICAL SCIENCE, COLLEGE OF SOCIAL SCIENCES AND PHILOSOPHY	ADAS1-496-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	AUDIO-VISUAL EQUIPMENT OPERATOR/TECHNICIAN MC NO. 10., S. 2013 CATEGORY II	11 February 2019

DUTIES & RESPONSIBILITIES:

** Opened/closed classrooms, turned on/turned off equipment (aircon, fan, etc.) according to class schedule within 15 minutes per room; * Set up/packed up LCD projectors, VCD/DVD player, television, laptop, computer before/after class (as needed) within 15 minutes per equipment; * Opened/closed administrative office, turned on/turned off equipment (aircon, computer, printer, etc.) everyday in preparation for office hours/after office hours within 15 minutes; * Maintained and monitored cleanliness of Department classrooms, administrative office, pantry, faculty lounge within 15 minutes per room; * Maintained computers stationed in common workrooms (administrative office and classrooms) within 30 minutes per equipment (includes checking for any problem, etc.); * Monitored use of LCD projectors and other Department equipment within 15 minutes per equipment; * Picked up supplies from SPMO or Procurement Service within 3 hours per request upon receipt of check/approved RIS; * Purchased other supplies from grocery stores, bookstores, hardware, etc. (as needed) within 2 hours per request; * Filed report of grades, subscriptions, etc. in their respective folders/cabinets within 15 minutes per document; * Recorded outgoing and incoming documents within 15 minutes per document; * Payslips sorted and distributed to faculty and staff within 30 minutes upon receipt from the Accounting Office; * Done and completed messengerial work (delivers and follows up documents) everyday within 3 hours (during morning and afternoon - 3 hours each) within UP Diliman (Accounting Office, Budget Office, Cash Office, etc.); * Assisted staff in preparation for or during Department meetings, workshops, lectures, etc. (includes setting up of LCD projector, laptop, serving snacks, collating handouts, etc.) within 30 minutes per faculty; * Assisted students and other clients of the Department within 15 minutes per request/query (such as giving contact details, email addresses, schedule of classes, etc.); * Claimed checks from Cash Office and settlement of bills from PLDT, Globe and other payees as needed within 8 hours per check*

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

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

30 January 2019

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