

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #83

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
SCHOOL CREDITS EVALUATOR	11-1	OFFICE OF SCHOLARSHIPS AND STUDENT SERVICES	SCE-36-1998	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	11 February 2019

DUTIES & RESPONSIBILITIES:

** Process applications of students applying for scholarship; * Prepares notices of award to renewed and newly awarded scholars; * Drafts reports to donors on existing and newly awarded scholars; * Prepares monthly and semestral vouchers/payrolls of the scholars; * Input payment of benefits of scholars and honorarium of OSSS personnel to FMIS; * Deposits & acknowledges funds remitted by donors; * Prepares letters and informs selected applicants; * Checks/verifies/prints grades of scholars from CRS for evaluation of scholarship during registration; * Confirm qualified students for renewal of their scholarship; * Verifies remittances from donors abroad by informing the Cash office; * Coordinates with ST & SLB before payment of benefits of newly awarded scholars; * Updates and reconciles remittances and disbursement for each grant every semester; * Responds/answers to personal/scholarship inquiries from interested parties; * Receives, distributes and files documents; * Prepares requested certifications from students (enjoying or not enjoying scholarship); * Prepares voucher for payment of Telephone Bills (VOIP); * Submits the requested data and reports for Diliman and System; * Receives fully accomplished application forms of students applying Scholarships; * Prepares announcement of open slots for application both for Diliman & System; * Informs and discuss to awardees the rules, terms & conditions of the scholarship for renewal; * Scan attachments and input additional data of the prepared vouchers through Docutract system and FMIS; * Record, monitors and give updates on the released vouchers/ documents through Docutract System and FMIS and record book/ logbook*

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.