

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #84

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	10-1	CENTER FOR LOCAL AND REGIONAL GOVERNANCE, NATIONAL COLLEGE OF PUBLIC ADMINISTRATION & GOVERNANCE	ADOF1-424-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	11 February 2019

DUTIES & RESPONSIBILITIES:

** To help receive documents , record , keep , retrieve re administrative matters, research, training and consultancy. Help keep track of the file and its records moving out of office retrieving and retaining for everyday use, as references or for /implementation; * Support various activities of the Center through follow-up/communicate with participants/speakers re: Center's on-going/forthcoming training programs and seminars, researches. Answer telephone calls, inquiries, receive and send fax messages, attend to e-mail inquiries/messages and accommodate guests/visitors; * Act as secretary to the Director and staff by setting and making appointments and other related tasks; * Support administrative matters and personnel needs of the Center, specifically appointments/basic papers preparation, performance rating monitoring, and other related matters; * Perform other tasks that may be assigned from time to time*

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: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.