

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #88

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	COLLEGE OF ARTS AND LETTERS	ADAS1-474-2004	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:								
* Operates audio-visual equipment needed by the College; * In-charge of the operating hours and maintenance of the College's audio-visual room/s; * Documents special activities/programs of the college (taking of photos and video recording); * Checks & reports needed repairs of the equipment & room/s used for audio-visual purposes								

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

31 January 2019

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