

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #92

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
DRAFTSMAN III	11-1	COLLEGE OF HOME ECONOMICS	DFM3-26-1998	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	DRAFTSMAN MC NO. 10., S. 2013 CATEGORY II	11 February 2019

DUTIES & RESPONSIBILITIES:

** Do creative works, encoding of the required materials, processing to include funding requirements and purchase of materials, coordinating with the printing company and monitoring for the following: Conceptualizes, designs and prepares layout and encoding of text - Design and preparation for layout of banners or tarpaulins, College brochures/flyers/labels/posters/certificates, Invitation cards*
** Assists with design or set ups: College identification cards/name tags, College exhibits, Furnitures and fixtures, College promotions/events/programs, College promotional materials; * For the building maintenance works, in—charge for the following: receiving, recording and maintaining digitalized records of requests, coordinating, monitoring/overseeing building maintenance works, Working drawings for the requested fabrication of sets of furniture for carpentry works if needed, Encoding of the list required materials for canvassing, and purchasing, funding requirements and settling of cash advances, Preparing and encoding related documents for the purchase of materials, monitoring of the documents, setting of priorities for work schedules, scheduling of overtime activities and urgent job requests, preparing list of building maintenance accomplishments for the annual report, semi-annual evaluation of building maintenance staff, building maintenance project proposals as requested by the Dean; * Sourcing of suppliers for supplies/materials/equipment not included in the DBM and SPMO lists. Also, contact suppliers for the canvass of prices; * Prepare documents for the BM works as follows: Annual and Supplemental Procurement Plan b. Purchase Requests, Requisition and Issues Slips, Inventory Custodian Slips, Stock Position Sales; Provide the offices with creative and building maintenance requests an update of the status of requests; * Attend to other works assigned from time to time; * Participate in the College activities/event/programs.*

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.