

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #93

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE ASSISTANT I (AUDIO-VISUAL EQUIPMENT OPERATOR III)</b>	7-1	COLLEGE OF HOME ECONOMICS	ADAS1-439-2004	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	<b>11 February 2019</b>

**DUTIES & RESPONSIBILITIES:**

\* Set up/install and operate sets of Audio Visual (AV) equipment for use in classroom, seminar and other College activities; \* Receive and record all request for use of AV equipment. Maintain schedule of classes with AV reservations; \* Conduct periodical inventory of sets of AV equipment and its paraphernalia. Submit lists of inventory of AV equipment 2 weeks after end of classes; \* Attends to troubleshooting of minor defects of AV equipment. Prepare requests for repair AV equipment with major defects; \* Attends to photocopying of documents for the use of the AV equipment; \* 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](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [hrdorecruitment.upd@up.edu.ph](mailto: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](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](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.**