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University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #95

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE ASSISTANT III (MECHANICAL PLANT OPERATOR III)</b>	9-1	DEPARTMENT OF MECHANICAL ENGINEERING, COLLEGE OF ENGINEERING	ADAS3-1335-2004	HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	MECHANICAL EQUIPMENT OPERATOR MC NO. 10., S. 2013 CATEGORY II	<b>11 February 2019</b>

**DUTIES & RESPONSIBILITIES:**

*\* To maintain and repair laboratory equipment, different apparatus, and tools; \* To fabricate parts and components needed for laboratory experiments; \* To prepare and set up the equipment needed for experiments; \* To maintain cleanliness and orderliness of the premises in the ME Power Laboratory; \* To assist the ME Faculty during the conduct of laboratory sessions; \* To take full responsibility as Mechanical Plant Operator and take charge of the safekeeping of the assigned machines and tools*

***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.**