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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #96

| POSITION | SALARY GRADE | COLLEGE/UNIT | ITEM NUMBER | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|--|--------------|--------------------|-----------------|--|------------------------------|-------------------------------|---|-------------------------|
| | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| ADMINISTRATIVE ASSISTANT III (MECHANIC III) | 9-1 | COLLEGE OF SCIENCE | ADAS3-1354-2004 | HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT VOCATIONAL/TRADE COURSE | 4 HOURS OF RELEVANT TRAINING | 1 YEAR OF RELEVANT EXPERIENCE | MECHANIC (AUTOMOTIVE SERVICING) MC NO. 10., S. 2013 CATEGORY II | 11 February 2019 |

DUTIES & RESPONSIBILITIES:

** To do maintenance, repairs and troubleshooting of service vehicles of the CS Administration: according to established preventive maintenance schedule i.e. rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; maintain all fluid levels; etc. to ensure proper performance and safety of all service vehicles, do welding and minor body work and painting, maintain accurate, updated records and materials of preventive maintenance and the required major repairs and service, regularly inspect and check vehicles and evaluate condition of systems, tools, equipment, accessories, lights, etc. before travel/used; * To prepare official requirements on the use of service vehicle and to drive for the officials and staff of the College of Science, visitors and guests of the College on official business; * To regularly clean and maintain the service vehicles of the College of Science; * To perform messengerial job for the College (offices outside College of Science), when requested; * To perform other related duties and functions that may be assigned by the supervisors*

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: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.