

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #97

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
HOUSEHOLD ATTENDANT II	5-1	COLLEGE OF HOME ECONOMICS	HHA2-126-1998	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	11 February 2019

DUTIES & RESPONSIBILITIES:

** Assists the teacher in carrying out activities, in handling children, and in any other appropriate way; * Monitors and keeps inventory of toys, materials, and equipment of assigned classroom; * Cleans building floors by sweeping, mopping, scrubbing and vacuuming; * Gather and empty trash from classroom; * Cleans center and kitchen restrooms thrice a day; * Cleans and polishes furniture and fixtures; * Cleans windows, partitions and mirrors, using soapy water or other cleaning materials; * Dusts furniture, walls, appliances, and equipment; * Cleans classroom materials and toys, eating & kitchen utensils, and table cloths; * Sweeps and clears debris from U.P. CDC corridor and walkway; * Prepares and distribute food to children; * Ensures that hazards to classroom safety and security are prevented; * Monitors classroom safety and security by locking doors, and checking electrical wiring; * Ensures that classroom and playground is free from mosquitoes and insects; * Notifies Faculty- in-Charge concerning minor repairs as Building Administrator; * Request supplies and equipment needed for cleaning and maintenance duties; * Sets-up, arranges and removes decorations, tables, and chairs, to prepare facilities for events; * Organizes storage areas of classroom material and equipment Attends all staff meetings and recommended training programs and seminars; * Helps with general housekeeping and kitchen tasks; * Notifies Faculty-in-Charge and teacher of absences and/or temporary leave from post.*

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.