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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #99

| POSITION | SALARY GRADE | COLLEGE/UNIT | ITEM NUMBER | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|------------------------|--------------|---------------------------|---------------|----------------------------|---------------|---------------|---------------------------------|-------------------------|
| | | | | EDUCATION | TRAINING | EXPERIENCE | ELIGIBILITY | |
| HOUSEHOLD ATTENDANT II | 5-1 | OFFICE OF STUDENT HOUSING | HHA2-119-1998 | ELEMENTARY SCHOOL GRADUATE | NONE REQUIRED | NONE REQUIRED | MC NO. 10, S. 2013-CATEGORY III | 11 February 2019 |

DUTIES & RESPONSIBILITIES:

** Cleans assigned areas such as corridors, lobby, offices, conference rooms, study hall, DM's room, TV room, comfort rooms, etc. in the residence hall; * Performs messengerial tasks, purchase of supplies and materials, mail letters, documents, etc.; * When assigned on night duty, monitors residents coming at night with late permits; * Assists in minor carpentry works, plumbing, electrical repairs, repainting and the like; * Assists in repair works of CMO personnel; * Maintains the cleanliness of the lawn and surroundings; * Tends soil and water plants including those in pots; * Mows lawn, trim hedges and trees; * Cuts grasses and bushes; * Cleans driveways, garden and parking areas; * Collects and disposes garbage and other waste materials; * Attends seminars/workshops for personnel development and work improvement; Performs other duties as may be assigned from time to time.*

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

ANGELA D. ESCOTO, Ph.D.

Director, HRDO

31 January 2019

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.