

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #100

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>HOUSEHOLD ATTENDANT II</b>	5-1	OFFICE OF STUDENT HOUSING	HHA2-82-1998	ELEMENTARY SCHOOL GRADUATE	NONE REQUIRED	NONE REQUIRED	MC NO. 10, S. 2013-CATEGORY III	<b>11 February 2019</b>

**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](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: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**