

## PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

### BULLETIN OF VACANT POSITIONS #498

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE ASSISTANT III (MECHANIC III)</b>	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	<b>16 September 2019</b>
Please click <a href="http://hrdo.upd.edu.ph/job%20openings/ADAS3-1354-2004.pdf">http://hrdo.upd.edu.ph/job%20openings/ADAS3-1354-2004.pdf</a> to view the duties and responsibilities of the vacant position								

Interested applicants must read and follow the Instructions below:

**STEP 1:** 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) (NO NEED TO PRINT) and send it to [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph)

**STEP 2:** 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:

- Letter of application** (indicate the position title, item number, college/unit and certifying that all the attached documents are true and correct). Pursuance to the Data Privacy Act of 2012, a **Letter of Authorization to Verify Information** (<http://hrdo.upd.edu.ph/job%20openings/DPA.pdf>) must be attached and signed.
- Fully accomplished **Personal Data Sheet with recent photo taken within the last six (6) months** ([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))
- Performance Rating** (a. For applicants employed in the government service, last and previous ratings are required for appointment by promotion or transfer; b. For applicants working in private companies and/or classified as Job Orders/Contract of Service, submission of two (2) semestral rating periods is encouraged)
- Photocopy of **Certificate of Eligibility**/board rating/valid license;
- Photocopy of **School Credentials** (a. TOR & Diploma for positions requiring Graduate Studies, Bachelor's degree or 2-year studies in College/Vocational/Trade Course; b. High School/Elementary School Diploma or Certificate from DepEd, etc. for positions requiring completed basic education)
- Photocopy of relevant **Training/Seminar Certificates**; and
- Photocopy of previous and current **Employment Certificates** with duties & responsibilities, if applicable.

**AUGUSTUS C. RESURRECCION, Ph.D.**  
Deputy Director, HRDO  
10 September 2019

**NOTE:** 1. APPLICANTS FROM OUTSIDE METRO MANILA MAY SEND THEIR APPLICATIONS THROUGH A COURIER PROVIDED THAT ALL HARD COPIES ARE COMPLETE, FILLED, AND SIGNED.  
2. APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE CONSIDERED IN THE LIST OF QUALIFIED APPLICANTS.  
3. LATE SUBMISSION SHALL NOT BE ACCEPTED.