

RECRUITMENT PROCEDURES FOR APPLICANTS:

- a) Download and fully accomplish the New RSS Form, revised June 2019 at <http://hrdo.upd.edu.ph/RSSFormRevisedJune2019.xlsx> and send it to **hrdorecruitment.upd@up.edu.ph**
- b) Submit the hard copies of the following documents to the HRDO Recruitment and Selection Section located at the Mezzanine Floor, Quezon Hall, UP Diliman, Quezon City on or before the set deadline in the Bulletin of Vacant Positions (<http://hrdo.upd.edu.ph/job%20opening.php>).
 1. **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.
 2. Fully accomplished **Personal Data Sheet with recent photo taken within the last six (6) months** (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and **Work Experience Sheet** (<http://hrdo.upd.edu.ph/WorkExperienceSheetRevised2019.docx>)
 3. **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) rating periods is encouraged)
 4. Photocopy of **Certificate of Eligibility**/board rating/valid license;
 5. 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)
 6. Photocopy of relevant **Training/Seminar Certificates**; and
 7. Photocopy of previous and current **Employment Certificates** with duties & responsibilities, if applicable.

Note:

- 1) Applicant must submit a separate set of application if applying for more than one positions.
- 2) Applicants from outside Metro Manila may send their applications through a courier provided that all hard copies are complete, filled, and signed.
- 3) Applicant who was not selected to the position being applied for, may claim their submitted application form/s and other documents from the Recruitment and Selection Section (RSS) within (15) days upon receipt of the notification through email. Otherwise, submitted application documents will be considered as property of HRDO and has the prerogative to make any actions that are deemed necessary.
- 4) Please check our website on the List of Approved Appointments from time to time for monitoring of filled up positions (<http://hrdo.upd.edu.ph/Approved%20Appointment.php>).
- 5) **LATE SUBMISSION SHALL NOT BE ACCEPTED.**
- 6) **ONLY DOCUMENT/S RECEIVED ON OR BEFORE THE DEADLINE SHALL BE ACCEPTED AND USED AS BASIS FOR EVALUATION.**