

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System  
Diliman, Quezon City

**BULLETIN OF VACANT POSITIONS NO. 2020-12**

POSITION	UNIT/OFFICE	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
			EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	
<b>One (1) Administrative Assistant II SG-8</b>	Procurement Division for UP System and UP Diliman, University of the Philippines System	ADAS2-17-2019	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- professional) / First Level Eligibility	09 March 2020

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and submit to the Office of the Vice President for Administration located at the Ground Floor, Quezon Hall, UP Diliman:

**Required Documents:**

1. Letter of application addressed to Prof. Ariel S. Betan
2. Comprehensive Resume with ID picture
3. CS Form No. 212 Revised 2017: Personal Data Sheet (PDS)
4. Photocopy of Scholastic Record/Academic Record such as diploma **and** transcript of records (TOR)
5. Original copies or certified true copies of Certificates of Employment, Contracts, Appointments or Service Record
6. Photocopy of Training Certificates or Learning and Development Interventions
7. Photocopy of certificate of eligibility/rating/license

**Supplemental Documents (if any):**

8. Performance Ratings or Certificate of Performance for the last two (2) rating periods (i.e. January to June 2019 and July to December 2019) with at least Very Satisfactory ratings or its equivalent
9. Certificate/s of Awards/Citation/Commendation

**Note:**

- 1) *Applicants with incomplete Required Documents shall not be considered to be included in the list of qualified candidates.*
- 2) *Submission of Supplemental Documents is encouraged.*
- 3) *Late submission shall not be accepted.*

  
**ARIEL S. BETAN**

Acting Director, UP System HRDO  
and AVP for Administration  
28 February 2020