

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines System
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS NO. 2020-15

| POSITION | UNIT/OFFICE | ITEM NUMBER | MINIMUM QUALIFICATIONS | | | | DEADLINE OF APPLICATION |
|---|--|----------------|-------------------------------|---------------|---------------|--|-------------------------|
| | | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY | |
| One (1) Administrative Aide IV (Reproduction Machine Operator II) SG-4 | Office of Admissions, University of the Philippines System | ADA4-2686-2004 | Elementary School Graduate | None Required | None Required | None Required (MC No. 10, s. 2013 - Category III) | 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)

Supplemental Documents (if any):

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
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