

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

Revised as of February 2020

## BULLETIN OF VACANT POSITIONS 03-05

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE ASSISTANT II</b>	8-1	ASIAN INSTITUTE OF TOURISM	ADAS2-2381-2004	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB-PROFESSIONAL/FIRST LEVEL ELIGIBILITY	<b>09 March 2020</b>
<i>Please open the link <a href="http://hrdo.upd.edu.ph/job%20openings/ADAS2-2381-2004.pdf">http://hrdo.upd.edu.ph/job%20openings/ADAS2-2381-2004.pdf</a> to view the duties and responsibilities of the vacant position</i>								

Interested applicants must read and follow the instructions below:

**STEP 1:** Download and fully accomplish the New RSS Form revised 2019 at <http://hrdo.upd.edu.ph/RSSFormRevisedJune2019.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/WorkExperienceSheetRevised2019.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) 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.**

Director, HRDO

4 March 2020

**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.  
4. ONLY DOCUMENTS RECEIVED ON OR BEFORE THE DEADLINE SHALL BE ACCEPTED AND USED AS A BASIS FOR EVALUATION.