

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

Revised as of February 2020

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS 03-28

POSITION	SALARY GRADE	COLLEGE/UNIT	STATUS	MINIMUM QUALIFICATIONS				EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
ADMINISTRATIVE ASSISTANT II	8-1	COLLEGE OF ENGINEERING	UP CONTRACTUAL	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE SUB PROFESSIONAL/FIRST LEVEL ELIGIBILITY Sec. 37, Rule VIII (Qualification Standards), CSC MC 14, s. 2018 (2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018) ¹	19 March 2020
Please click http://hrdo.upd.edu.ph/job%20openings/ENGG-ADAS2-UPCON.pdf 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 2019 at <http://hrdo.upd.edu.ph/RSSFormRevisedJune2019.xlsx> (NO NEED TO PRINT) and send it to 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:

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.

AUGUSTUS C. RESURRECCION, Ph.D.
Director, HRDO
9 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.

¹ Sec. 37. Appointees to casual, contractual, and coterminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the positions as proposed by the respective Agency heads and approved by the Civil Service Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these non-career appointments.

Eligibility is not required for appointment to casual, contractual, and coterminous positions but preference should be given to civil service eligibles. However, if the duties of the position involve the practice of a profession regulated by the Philippine Bar/Board or special laws, and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, the corresponding professional license and/or certificate of registration shall be required