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University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS # 2020-107

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS			EXTENSION OF DEADLINE OF APPLICATION
				EDUCATION *	EXPERIENCE	ELIGIBILITY **	
UNIVERSITY EXTENSION SPECIALIST V	24-1	OFFICE OF THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS	UEXSP5-6-1998	1) PH.D. DEGREE; OR	FOUR (4) YEARS OF EXPERIENCE IN DESIGNING AND/OR CONDUCTING TRAINING PROGRAMS, OR IN TEACHING AT THE COLLEGIATE LEVEL, OR IN SUPERVISORY/CONSULTANCY WORK, OR AS TRAINING OFFICER/ASSOCIATE/SPECIALIST; OR		13 March 2020
				2) MA OR MS DEGREE PLUS THIRTY (30) UNITS OF ADVANCED GRADUATE WORK COMPLETED; OR	SIX (6) YEARS OF EXPERIENCE IN DESIGNING AND/OR CONDUCTING TRAINING PROGRAMS, OR IN TEACHING AT THE COLLEGIATE LEVEL, OR IN SUPERVISORY/CONSULTANCY WORK, OR AS TRAINING OFFICER/ASSOCIATE/SPECIALIST; OR		
				3) MA OR MS DEGREE	TEN (10) YEARS OF EXPERIENCE IN DESIGNING AND/OR CONDUCTING TRAINING PROGRAMS, OR IN TEACHING AT THE COLLEGIATE LEVEL, OR IN SUPERVISORY/CONSULTANCY WORK, OR AS TRAINING OFFICER/ASSOCIATE/SPECIALIST		
<p>* Either the Bachelor's degree or the graduate work required should be relevant to the nature of the work in the position</p> <p>** Per Subido-Romulo Agreement dated September 5, 1963</p> <p style="text-align: center;">Please open the link http://hrdo.upd.edu.ph/job%20openings/UEXSP5-6-1998.pdf to view the duties and responsibilities of the vacant position</p>							

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:

- 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) 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.

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 DOCUMENT/S RECEIVED ON OR BEFORE THE DEADLINE SHALL BE ACCEPTED AND USED AS A BASIS FOR EVALUATION.

AUGUSTUS C. RESURRECCION, Ph.D.
Deputy Director, HRDO
28 February 2020